

# Arpita Dutta

3/A RamLal Agrwala lane , Kolkata-700050

D.O.B: 14/ 06/ 1981; Tel: 09830017502

Languages: English, Hindi & Bengali

## SCHOOL TEACHER

**OBJECTIVE:** Seeking a challenging career in a dynamic and leading school that would help me cultivate and nurture my skills to the fullest with an opportunity to display my talent and become an asset to any medium/ large or national School.

### PROFILE

- A competent with **around 1.5 year** of rich experience in Teaching with Play Schools.
- Am passionate about **people-interaction** while possessing excellent **communication** and **interpersonal** skills along with an updated knowledge of education **sector**.
- Highly motivated, positive and goal-oriented, with a high degree of flexibility, resourcefulness and commitment to my work, as well as the ability to build and lead effective teams.
- Having an experience of working in banking and financial sector for 4 years

### PROFESSIONAL EXPERIENCE

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January - 2018 till date , IndiKidz Pre-School (Learnoscope )/Holy Kids/ Euro Kids

Started teaching for pre-school from Euro Kids , then moved to Holykids and now Teaching with Indikidz Pre School (Lernoscope ) , My job includes taking class, making planners , planning for session flow , arranging activities and engagement programs

**HDFC BANK LTD.KOLKATA**  
**SINCE MARCH'08 May 2013**

*Product Purview: Broking Accounts, Demat Services, Savings Bank Accounts and Fixed Deposits*

### SALES OFFICER/TELE SALES

-Accountable for driving business growth through **Executives** and **Sales Officers** along with **The self-sourcing** and Recruiting building team relation for attainment of trite goal.

-**Recruiting/Driving/ mentoring/ motivating the sales team** for achieving assigned targets (developing client base) & leading the introduction of fresh clients.

-**Identifying corporate** arranging for corporate presentation, acquisition for **long-term revenue growth** and maintaining relationships to achieve repeat/ referral business by providing customized services.

-Utilize the public information, personal network arranging road shows and proper publicity to develop marketing intelligence for **generating leads**.

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**STANDARD CHATTERD BANK LTD (DST). KOLKATA**

**OCT'06-MARCH'08 TELE CALLER**

*Product Purview: Personal loan, Business loan*

- Accountable for **driving business growth** through identification & penetration of new market segments for attainment of targets.
  - **Identifying/ developing new streams for long-term revenue growth** and maintaining relationships with customers to achieve repeat/ referral business by providing customized services.
  - **Identifying key/ corporate accounts** and strategically secure profitable business.
  - **Building/ strengthening relationships** with key accounts thereby ensuring high customer satisfaction by providing them with complete product support. Ensure maximum customer satisfaction and achieving quality norms.
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**EDUCATION & PROFESSIONAL DEVELOPMENT**

Completed course of News Reading & Anchoring from NITS - 2011-2012

**Completed PGDME , From KMTI --2019**

**B.A 2003,**  
Calcutta University

**HIGHER SECONDARY, 2000,**  
West Bengal Board of Higher Secondary Education

**SECONDARY EXAM, 1998**  
West Bengal Board of Secondary Education

**IT SKILL SET:** Office Automation & Internet Applications    **REFERENCES:** Available on request