

Name: Abhinaw Chaturvedi

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CAREER OBJECTIVE:

To further my career as a dynamic marketing professional and use my experiences and skills to contribute to organizational development & efficiency – seeking opportunity with marketing department of an established organization.

ACADEMIC QUALIFICATION:

Year	Examination	Institute	Board/University	YGPA
2015-17	MBA	Heritage Business School	WBUT	7.29
2007-10	B. com (Hons.)	Gurudas College	CU	49%
2007	Higher Secondary	IGMSSS, Shreebhumi	ISC	66%
2005	Secondary	IGMSSS, Shreebhumi	ICSE	56%

TRAINING(S):

Winter Internship Program (WIP) -

Completed 01/12 year training from TML Drivelines Ltd a TATA enterprise.

Title: “LEARNING AND DEVELOPMENT AT TML DRIVELINES LTD”

Summer Internship Program (SIP) -

Completed 03/12 year training from Britannia Industries Limited, Kolkata.

Title: “CUSTOMER SATISFACTION ON INNOVATION PRODUCTS FROM THE HOUSE OF BRITANNIA”

EXPERIENCE:

1. Joined Footprints Collateral Services Pvt. Ltd. as Sr. Analyst and worked for 4.5 years

Company Description: Footprints Collateral Services Pvt. Ltd. is the leading background check & verification company in India. It is a NSR empanelled ISO 9001: 2008 & ISO 27001:2005 Certified company. It is also a member of Indo-American Chamber of Commerce. The main services which company offers are background verification services, due diligence services, total HR solutions. The head office is situated in Bangalore.

Key Responsibilities: As a Sr. Analyst my primary responsibility is to participate in operations, administration & client management, and to manage a team with on-field and off-field responsibilities. The 4.5 years of experience had prepared me for decisions making, and the actions I had taken in the areas of operations management, team management, client management and office administration.

2. Currently Working with Genpact India Pvt Ltd since September 2017 as Process Developer.

CORPORATE SOCIAL RESPONSIBILITY:

- Participated in several blood donation camp

EXTRA CURRICULAR ACTIVITIES:

- Participated in sports competitions organized by local club.
- Represented college in seminar organized by University of Calcutta
- Represented college in competition organized by Calcutta Stock Exchange.

LANGUAGES KNOWN:

- English
- Hindi
- Bengali
- Bhojpuri

KEY SKILLS:

- Effective communication and interpersonal skills.
- Computer proficiency with knowledge of MS Office, Power point, Internet, Tally, etc.
- Good marketing and selling skills.
- Good knowledge of accounts.
- Good in building & maintaining relationships.
- Problem solving & analytical ability.
- Strong counselling & convincing techniques.

STRENGTHS:

- Ability to work in a team and committed to excellence.
- Quick Learner
- Hardworking & dedicated.
- Adapt to changes and pressures in the workplace.
- Positive Attitude

HOBBIES:

- Playing cricket & carom board
- Surfing internet