

MAHENDRA KUMAR DEBNATH

Sales Support & Operation

9337375338

mahendra1989debnath@gmail.com

Present Address:-At-Marutinagar Lane-2,Govindtola , Po/Ps-Dhanupali,Dist-Sambalpur-768005



EXPERIENCE

Sales Support & Operation

IFFCO TOKIO GENERAL INSURANCE CO. Ltd (Randstad India Pvt Ltd)

2016 - Present Sambalpur

Marketing & Operation function believes in providing a delightful experience at all customer touch-points through innovation in processes and technologies delivered by highly motivated and skilled workforce. The team is encouraging to address new challenges, have the willingness to take up higher roles and seek challenging work. Team operations are actively involved in:

- Institutional Sale, Lead Generation, Cross selling
- Renewal follow-up (Motor/Non -Motor)
- Policy Administration Servicing In house Marketing
- Contact Centre & Customer Service (For Renewal business)
- Generation & Distribution of Business MIS & Payout
- OEM/Dealer/Agent Administration

DEO (Contractual)

FOOD CORPORATION OF INDIA,Sambalpur

2014 - 2016 Sambalpur

Coding information, troubleshooting processing errors and achieving an organization's goals by completing the necessary tasks. Also responsible for complying with data integrity and security policies, printing and scanning files and generating reports.

Store Keeper cum Office Assistant

K.V.MOHAN RAO PVT LTD UTKAL ALUMINA PROJECT

2010 - 2014 Vishakapatnam

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION

AASTHA COLLEGE OF IT & MANAGEMENT ,UTKAL UNIVERSITY

2020 - 2023 Bhubaneswar

Mark secured %

70% / 4.0

INTERMEDIATE (10+2) Arts

S.D.College,Nandapur,Koraput / CHSE,Bhubaneswar

2004 - 2006 Nandapur

Mark secured %

43% / 4.0

MATRICULATION(10th)

Nandapur High School Nandapur, HSE Board,Cuttack

1994 - 2004 Nandapur

Mark secured %

59% / 4.0

SUMMARY

7 years of experience in General insurance Marketing. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

LANGUAGES

Odiya/Hindi/Bengoli



English



SKILLS

Ms-Word/Excel/PowerPoint Oracle / V-lookup / Pivot Table Multi-tasking strength Point of sale operation

Relationship building Problem-solving skills Documentation and control Product and service sales

KEY ACHIEVEMENTS

Best Sale Champion Renewal (IFFCO TOKIO GIC LTD)

PERSONAL DETAILS

Father: Late Harekrishna Debnath
Birthday :29/12/1988
Gender- Male

Marital Status: Married
Nationality-Indian
Blood group - O +

DECLARATION

I, MAHENDRA KUMAR DEBNATH, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

Mahendr Kumar Debnath