



SOUTIK DUTTA

📍 Kolkata, West Bengal 700067

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SUMMARY

A creative and quick thinking individual with a bent towards communicating and building relationships. Looking forward to opportunities to showcase my skills and give in my best in the corporate world. Dedicated employee with background devoting skills and time to understanding processes, improving procedures and driving customer satisfaction. Well-versed in operational practices, market trends and regulatory guidelines of sales and management. Enthusiastic application of energy and knowledge toward optimizing operations.

SKILLS

- Windows
- MS Office
- Coping up with tricky situation calmly
- Clear communicating skills in both verbal and written formats
- Open to new ideas and willingness to learn
- Positive mindset to make an organization grow
- Team Player with Leadership Qualities
- Competitor Analysis
- Cold-Calling
- Market Trends Understanding
- Lead Prospecting
- Sales and Market Development
- Sales Strategy
- Business Networking

EXPERIENCE.

Senior Executive, 07/2024- Present

Branded Sales- Exports

- Lead Generation of prospective dealers for PPE in S.E Asian and African Countries
- Formed a complete business plan for the upcoming financial year for Mallcom
- Focused on the Malaysian and Thai Market for client visits
- Created Market Entry Strategies through evaluating import duties, channel partners, etc.
- Developed and successfully connected to Exhibiting Organizations for participation
- Maintained daily coordination with the logistics team for the smooth flow of samples and orders.
- Networked and built relationship with multiple foreign clients across my area of business.
- Trained and supported a management trainee for overall sales operations in the export market/

ASSISTANT MANAGER, 03/2024 – 05/2024

Utkarsh India Limited- International Sales and Marketing

- Driven growth for overall Sales in the International Market
- New Client Prospecting and Business development in the GCC (Middle Eastern Countries) through visit and exhibition
- Sales forecasting and Business Development Planning for the Quarterly targets
- Lead Generation through cold calling
- Tender Processes and Participation for continuous income for the upcoming financial year

MANAGEMENT TRAINEE, 08/2023 – 03/2024

Utkarsh India Limited- International Marketing

- Collaborated with international sales, manufacturing and shipping departments to process necessary

- documentation and manage related logistics.
- Engaged customers with effective and persuasive communication skills to build interest and close sales.
- Pursued sales goals with competitive approach and attitude of continuous improvement.
- Generated and converted leads from the GCC Countries like Oman and Qatar for heavy engineering product.
- Handled CRM Account(Leadsquared) for converting project leads

SALES AND MARKETING INTERN, 09/2022 - 11/2022

Bluestone Jewellery and Lifestyle, Kolkata, West Bengal

- I had to push sales of the jewellery and the investment plan that was being offered by the company.

SUMMER INTERNSHIP, 07/2022 - 08/2022

PepsiCo, Kolkata, West Bengal

- Perception of Retailers on the Sales loss for Frito-Lay if Rs
- 5 packs are discontinued in Kolkata City
- Penetration of large+ (Rs
- 20 MRP and above) focus products in all Rack Outlets

EDUCATION AND TRAINING

Techno India, Kolkata, India, 08/2023

MBA: Marketing

Marks: 8.19 [CGPA]

- Major in Marketing and Sales
- Major in Human Resource Management

The Bhawanipur Education Society College, Kolkata, West Bengal, 09/2020

Bachelor of Commerce, Accountancy Honours

Marks: 5.24 [CGPA]

Apeejay School, Park Street, Kolkata, West Bengal, 03/2017

Class XII, Commerce

Marks: 53 %

Apeejay School, Park Street, Kolkata, West Bengal

Class X

PERSONAL INFORMATION

- Father's Name: Mr. Dipankar Dutta
- Date of Birth: 17/02/1999
- Gender: Male
- Nationality: Indian
- Marital Status: Single

LANGUAGES

- English
- Bengali
- Hindi

AWARDS

- 1st Prize in Debating Event Organized by Globsyn University, 2022
- 2nd Prize in Ad-Spoof(Creative Advertising) in UNIEX Organized by Techno Main Salt Lake, 2022
- 3rd Prize in Debate in UNIEX Organized by Techno Main Salt Lake, 2022

HOBBIES AND

- PC Gaming

INTERESTS

- Driving
- Cooking

CERTIFICATIONS

- Business Analytics- Harvard business School Online

**WEBSITES,
PORTFOLIOS,
PROFILE**

[linkedin.com/in/soutik-dutta-955693221](https://www.linkedin.com/in/soutik-dutta-955693221)