



Souvik Dutta

Bahir Sarbamangala Para, G.T Road, Bardhaman, 713101
+91-7908233859 | souvikduttaofficial2@gmail.com

Professional Summary

Dynamic and results-driven MBA candidate specializing in Finance, with a Bachelor's in Business Administration (Sales & Marketing). Equipped with financial management, Marketing & Sales, and quality analysis ability. Adept at team leadership, client management, and process optimization, seeking to contribute strategic management skills.

Education

Master of Business Administration (MBA) – Finance

Swami Vivekananda University, Kolkata (2023 – 2025)

Bachelor of Business Administration (BBA) – Sales & Marketing

St. Xavier's College, Burdwan (2020 – 2023)

Key Skills

- **Sales Management:** Meet Targets, CRM, KPI Tracking, Communication and Negotiation
 - **Management & Leadership:** Client Management, Team Management, Telecalling, Cold Calling
 - **Analytical & Technical Skills:** Advanced Excel, AI Tools, Tally, MS Office Suite (Word, PowerPoint, 365)
 - **Communication & Interpersonal Skills:** Professional English and Hindi, Native Bengali
-

Professional Experience

Sales Executive: L&T Finance (April 2025)

- Front Lines Sales, Documentation and Compliance,
- Client Management. Financial Consulting

Relationship Manager | Bajaj Allianz Life Insurance Pvt Ltd. (January 2024 – February 2025)

- Led a team in sales operations and investment planning.
- Tele sales, Portfolio Management, Client Management, Onboarding.
- Provided financial consultation and guidance to clients.

Quality Analyst Intern | Clirnet Services Pvt Ltd. (March 2023 – May 2023)

- Handled client onboarding, content review, and video editing.
 - Contributed to quality enhancement initiatives.
-

Certifications & Courses

- **NISM, SEBI Investor Certificate**
 - **Entrepreneurship Studies** – Indian Institute of Technology, Madras (via NPTEL)
 - **Bharatiya Nyaya Sanhita** – Swami Vivekananda University
 - **Brand Management** – Swami Vivekananda University
 - **Leadership Skills & Studies** – Indian Institute of Management, Ahmedabad (via Coursera)
 - **Introduction to Statistics** – Stanford University (via Coursera)
 - **Workplace Fundamentals** – British Council & Swami Vivekananda University
 - **Tally Prime & Advanced Excel** – Udemy
 - **Investment & Funds Management** – INDmoney
 - **Corporate Training Program** – Mahindra Pride Classroom
-

Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Souvik Dutta