



# KUNAL DAS

📍 KOLKATA, W.B 700026

📞 9051460774

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## SUMMARY

Adaptable professional with a quick-learning ability and a talent for adjusting to new environments. Skilled in rapidly acquiring new knowledge and applying it effectively. Driven by a passion for continuous learning and successfully navigating change.

## EXPERIENCE

**OFFICER (TELE- COLLECTION), , 02/2024 - Current**

**SMFG INDIA CREDIT CO. , GURUGRAM , INDIA**

- >Calling to the customers to remind their due date of installment.
- >Reminder calls to delinquent customers who failed to make the EMI payment.
- >Explain the consequences to customer of not paying on time.
- >Provide the options of payment channels for making the payment.
- >Fix appointment for the field collections team if customer asks for collecting payment from home.
- >Follow up with the customers till the payment is received.
- >Ensure that all details of the calls & update on collections is updated on the system as per the process.

**OFFICER (SALES DEPT.), 09/2023 - 01/2024**

**SACHEE FRAGRANCES & CHEMICALS LTD. , NOIDA , INDIA**

- >Set up meetings with Potential client
- >Prepare BD pitch and present Sachee Fragrances to potential clients with an aim to generate business
- >Responsible for attending to client queries , orders, sharing quotations
- >Consistently meet and deliver sales targets effectively
- >Represent the company at Trade Shows and Fairs

**JR. EXECUTIVE, 03/2022 - 08/2023**

**JMT, NILGANJ, BARRACKPORE, 24PGS (N), W.B**

- Prepare Daily Production & QA/QC Reports
- Supervising and Improving Production
- Maintaining and Overseeing Inventory & Supplies
- Leading the end to end bid process, including opportunity identification, qualification and proposal submission

**CIVIL ENGINEER (APPRENTICE AND CONTRACTUAL), 08/2018 - 02/2022**

**BENGAL CHEMICALS & PHARMACEUTICALS LTD. (CPSE), W.B**

- Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications
- Assess potential risks, materials and costs
- Provide advice and resolve creatively any emerging problems/deficiencies
- Handle over the resulting structures and services for use
- Monitor progress and compile reports in project status
- Manage budget and purchase equipment/materials
- Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required

EDUCATION AND TRAINING	<i>DELHI GLOBAL INSTITUTE OF TECHNOLOGY , DELHI, Expected in 08/2027</i> <b>BACHELOR OF TECHNOLOGY : CIVIL ENGINEERING</b> <hr/> <i>SHREE RAMKRISHNA INSTITUTE OF SCIENCE AND TECHNOLOGY, KOLKATA , 07/2016</i> <b>DIPLOMA: CIVIL ENGINEERING</b> Percentage: 72.03 <hr/> <i>WEST BENGAL STATE COUNCIL OF TECHNICAL &amp; VOCATIONAL EDUCATION AND SKILL DEVELOPMENT, KOLKATA , 06/2013</i> <b>HIGHER SECONDARY (10 + 2)</b> Percentage: 71.00		
CERTIFICATIONS	<ul style="list-style-type: none"><li>• 07/01/16, 12/01/16, Survey, West Bengal State Council of Technical &amp; Vocational Education and Skill Development (WBSCT&amp;VE&amp;SD), A+</li><li>• 01/01/15, 06/01/15, Interior Decoration, West Bengal State Council of Technical &amp; Vocational Education and Skill Development (WBSCT&amp;VE&amp;SD), A+</li></ul>		
SKILLS	<ul style="list-style-type: none"><li>• Ms-Office (Word, Excel &amp; PowerPoint)</li><li>• Software - AutoCAD (updated), Bentley Staad Pro, ArcGIS (Basic), Tally (Basic)</li></ul>	<ul style="list-style-type: none"><li>• Ethernet Networking</li><li>• Telecommunications</li></ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"><li>• Natural leadership and teamwork skills</li><li>• Highly professional in managing meetings, communicating information, reaching solutions and drafting agreements and compromises</li><li>• Excellent Engineering/Infrastructure background with excellent computer skills</li></ul>		
HOBBIES AND INTERESTS	<ul style="list-style-type: none"><li>• Painting</li><li>• Fishing</li><li>• Reading Novels</li><li>• Marathon Running</li><li>• Volunteering at Local Library</li></ul>		
LANGUAGES	<div><div><b>Bengali:</b> First Language</div><div><b>English:</b><div><div></div><div>Advanced</div></div></div><div><div>C1</div><div><b>Hindi:</b><div><div></div><div>Proficient</div></div></div><div>C2</div></div></div>		
DISCLAIMER	I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particular.		