

SUBHANKAR ROY

**Executive Asst. to
Administration**

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roysubhankar710@gmail.com



134/2, Roy Bahadur Road,
Behala, Kolkata – 700034



MBA in Marketing



Advance Development
Course

➤ Academic Profile :

Bachelor of Commerce

Madurai Kamraj University

➤ Key Skills :

Branch operation for 10 years.

Sales & Marketing for 14 years.

➤ Soft Skills :

Inter Personal Skills.

Listening & Observation.

➤ Professional Experience :

➤ The Neotia University-Sarisha D.H Road(W.B)

Executive Asst.- Administration to Pro-Vice Chancellor

- February 2023 till date
- High level Administrative support to Pro-Vice Chancellor.
- Helping out Junior Executive with their daily tasks.
- Mail Correspondence

➤ Eskag Sanjeevani Multispeciality Hospital -Bagalkot (Karnataka) Administrative Manager

December 2018 to January 2023

- Operational Authority of Dialysis Department with total administration work.

➤ Mahendra Educational Pvt. Ltd- Vijaywada (Andhra Pradesh)

Started as Deputy Manager to Branch Operation Manager

Started as Deputy Manager to Branch Operational Manager
January 2015 to November 2018

- Total Branch Operational Authority work in Educational Institution.

➤ Constore Pvt. Ltd (Sister Concern of Universal Construction Machinery & Equipment Ltd)

Pune (Maharashtra)

Sales Manager

May 2012 to December 2014

- The job responsibility is to achieve overall sales target in Construction Machinery Equipment.

➤ **Professional Experience :**

Bajaj Allianz Life Insurance Pvt. Ltd.

Kolkata (WB)

Started as Sales Manager to Sr. Sales Manager

Nov 2009 to Apr 2012

- Selling Life Insurance Policies through Life Insurance Advisors/Agents.

Shreya Life Sciences Pvt. Ltd (Amadeous Biotech Pvt. Ltd)

Dibrugarh (Assam)

Started as Medical Representative to Sr. Representative

Sep 2004 to Oct 2009

- Responsible for preparing short term sales plans, identifying prospective Doctors generating prescriptions as well as sales business.

DSA of Standard Chartered Credit Cards

Kolkata (WB)

Started as Sales Executive to Team Leader

Jan 2000 to Aug 2004

- Handling a team of 26 Executives to sell various Credit Cards and taking daily report from Sales Executives.



DOB : 28th February 1976

Father's Name : Lt. Joy Roy

Language : English, Bengali, Hindi

Date :