



SOUMEN PAHARI
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MOB.NO- +917278469897

OBJECTIVE:

Intend to build a career with any industries with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment. Seeking a good profession to extract my knowledge in any field.

PERSONAL SKILLS :

Comprehensive problem solving abilities, good communication skills in English, Hindi & Bengali. Ability to deal with people diplomatically, willingness to learn, Team facilitator.

WORKING EXPERIENCE:

Admin Executive of RICE Education

Duration : From 1st June, 2019 – Till date.

- Plan HR initiative that will benefit the company and encourage more efficiency and beneficial work from employees
- Direct all hiring and training procedures for new employees
- Administer or change benefits, health plans, retirement plans etc.
- Regularly meet with employees for progress review and assessments, discuss any problems or grievances they may have.
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks
- Promote a positive and open work environment where employees feel comfortable speaking up about issues

Centre In-charge of George School Of Competitive Exams, Islampur Branch

Duration : From 1st July, 2017 – 30th may,2019.

- Presenting to potential clients through direct communication in face to face meetings, telephone calls and emails.
- Possess drive, motivation and acute attention to detail in ensuring all sales opportunities are captured and explored.
- Account Calculation, Office Management, Student Counseling.

**Admin Executive of DIGITASS BUSINESS SKILLS,
Duration : From 1st Feb,2016 – 23RD May,2017**

Responsibilities:

- Corporate tie ups on appointment basis.
- Maintaining relationship with all potential and existing clients
- Ensuring proper servicing and after sales support to clients.
Creating awareness and Generating revenue through marketing of professional courses via Presentations to Corporate
- Relationship building with the existing clients and also providing services.

**Centre Head THE GEORGE TELEGRAPH TRAINING INSTITUTE
Duration : From 17th JAN, 2012 – 11th Jan, 2016.**

Responsibilities:

- Arrange Seminar in schools, visit Companies for student placement
- Develop competitive sales strategies for deeper market penetration.
- Responsible for executing overall business plan, lead generation and meet revenue Targets.
- Presenting to potential clients through direct communication in face to face meetings, telephone calls and emails.
- Possess drive, motivation and acute attention to detail in ensuring all sales opportunities are captured and explored.

**One Year teaching exp. Of ELECTRONICS department in VIDYASAGAR
TECHNICAL COLLEGE (W.B) from July-2009 - Aug2010**

EDUCATIONAL QUALIFICATION:

Course	Board/University	Name Of Institution	Year Of Passing	Percentage %
10th	West Bengal Board of Secondary Education	Tamluk Hamilton High School	2005	68 %
Diploma in Electronics & Telecommunication	West Bengal State Council of Technical Education	Kingston Polytechnic College	2008	72 %
B.Tech (Electronics & Communication)	West Bengal University of Technology	Bengal Institute Of Technology & Management	2011	67.3 %

PERSONAL DETAILS:

Name : **SOUMEN PAHARI**

Father's Name : **ALOKE RANJAN PAHARI**

Date of Birth : **14-02-1990**

Sex : **Male**

Marital Status : **Single**

Nationality : **Indian**

Permanent Address : **Vill. + P.O- Podrah. P.S-Sankrail
Dist – Howrah, Pin – 711 109(WB)**

Correspondence Address : **Govt. staff Quarter, Malda
Vill + P.O- English Bazar
Dist- Malda-732101**

Languages Known : **English, Hindi & Bengali**

Contact No. : **+917278469897**

E-Mail : **soumenpahari.pahari@gmail.com**

Declaration

I consider myself familiar with Electronics & Communication Aspects. I am also confident of my ability to work in a team.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place: Howrah

(SOUMEN PAHARI)