

# MOUMITA DEY



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A – 206, ROF Ananda, Sector –  
95, Wazirpur, Gurgaon – 122505,  
Haryana

## SKILL :

- ❖ MS OFFICE (Word, Excel, PowerPoint).
- ❖ Proficient to using database management(ZOHO).
- ❖ Document Management
- ❖ Good understanding of sales processes and customer needs.
- ❖ Strong communication skill & ability to work with CRM.

## LANGUAGE :

- ❖ English
- ❖ Bengali
- ❖ Hindi

## EDUCATION :

- ❖ Qualified the **Master of Arts in Environmental Studies** with 61.2% marks from Rabindra Bharti University in 2013.
- ❖ Qualified the **Bachelor's in Commerce** with 38.1% marks from Acharya Girish Chandra Bose College (Board: Calcutta University) on 2011.

## PERSONAL INFO :

Husband Name : Biswanath Paul  
Date of Birth : 20.09.1989  
Permanent Address : 16,  
Vivekananda Road, Talpukur,  
Barrackpore (m), North 24  
Parganas, Kolkata - 700123

## SUMMARY :

Seeking a career opportunity in your renowned and esteem organization, where my professional experience, background and skills can make a difference. I am confident that my education and experience will be fully utilized to the full extent in such position.

## EXPERIENCE :

### Pre Sales Associates

#### Symbiosis Infra Pvt Ltd, Gurgaon, Haryana

10/2024 to Till Now

- ❖ Customize presentations based on client requirements.
- ❖ Engage with prospects via calls, emails, and meetings to understand their requirement.
- ❖ Maintain and update CRM (Customer Relationship Management) systems with customer interactions.
- ❖ Work with product and technical teams to ensure solutions meet customer needs.

### Student Councillor

#### Anudip Foundation, Barasat, West Bengal

01/2020 to 12/2021

- ❖ Experience in counselling students of appearing college age groups.
- ❖ Ability to collaborate with parents, teachers, and college staff for student's development.
- ❖ Ability to perform educational and career planning for students.

### Assistant Co-ordinator

#### Allianz Partners, Gurgaon, Haryana

04/2018 to 09/2019

- ❖ Aiding in the management of a robust experiential marketing program.
- ❖ Functioning as day-to-day point of contact for multiple client project accounts.
- ❖ Representing marketing as a member of a broader, integrated project team.
- ❖ Managing assigned budget items and timekeeping.
- ❖ Monitoring, tracking, and reporting key internal and external metrics.
- ❖ Creating client facing materials such as presentations and reports.
- ❖ Management of Marketing file's structure.

### Student Councillor

#### Brainware Institute of Technology, Barasat, West Bengal

04/2015 to 12/2017

- ❖ Experience in counselling students of appearing college age groups.
- ❖ Ability to collaborate with parents, teachers, and college staff for student's development.
- ❖ Ability to perform educational and career planning for students.