



SUMMARY

Highly motivated and professional with over 8 years of experience providing high-level support to management. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

K.K.H.S.O.U
Bachelor's Degree (B.COM)

ICON COMMERCE COLLEGE
H.S. COMPLETED UNDER SEBA IN THE YEAR 2014

PRAG JYOTI SHENGLISH HIGH SCHOOL
H.S.L.C. COMPLETED UNDER SEBA IN THE YEAR 2011

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROFESSIONAL EXPERIENCE

Product Specialist
JAGUAR LAND ROVER | current

Sales Consultant
JEEP | 2022-2024

Relationship Manager
Nexa Poddar | 2021-2022

Sourcing Manager
Nexa Poddar | 2017-2021

PERSONAL PROFILE

Date of Birth: 19-09-1994
Father's Name: Mr. Babul Chandra Talukdar.
Mother's Name: Mrs. Rina Talukdar.
Nationality: Indian.
Religion: Hindu.
Language known: Assamese, Hindi, & English.
Hobbies: Listening to music, travelling, cooking, riding bike.