



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.