APURBO BAGLARY

CONTACT ME

Address
No. 53, Al Muraqqabat Road,
Deira,
Dubai

Phone
+971 52 360 8498

Email
apurbabaglary@gmail.com

PRO SKILLS

TEAMWORK

MARKETING

PROFESSIONAL THINKING

BANKING & FINANCE

MICROSOFT OFFICE

💼 EXPERIENCE

2022 - PRESENT
Al Maya Group LLC

SALES ASSISTANT & IT
- Ensuring customers receive an outstanding customer experience, by meeting-and-greeting and answering product questions attentively on shop floor.
- Maintain optimal stock levels by assisting in stock checks and ordering stock from head office.
- Assessing customer needs and recommending suitable products.
- Promoting product offers and shop loyalty card to generate repeat business from customers.
- Keeping shop safe and attractive to customers by with regular checks, tidying and assisting with visual merchandising.
- Same grip about IT work like create LPO, BPN.
- Online Delivery order Service Instashop, Talabat and Now Now.

2015 - 2021
State Bank of India (CSP)

CUSTOMER SERVICE (CASHIER)
- Responsible for customer needs such as cash deposit, withdraw and remittance.
- Prepared daily, bi-monthly, and monthly departmental reports on reconciliation items.
- Banking product sales to prospective customers.
- SBI life insurance advisor.

2016 - 2021
Alankit Assisgnment Limited

DATA ENTRY OPERATOR (PART TIME)
- National Securities Depository Limited (NSDL) E-Pan Card.
- Customer Data Collection and analyzing and send to HO.

2013-2015
Lupin Pharmaceuticals Manufacturers

QUALITY ASSURANCE DATA ENTRY OPERATOR
- Performed tests on all devices prior to and during production.
- Monitored and tested equipment prior to recording data.
- Reported any issues to senior management immediately.

🎓 EDUCATION

20th Mar 2019
Indian Institute of Banking and Finance

CERTIFICATE EXAMINATION FOR BUSINESS CORRESPONDENTS / FACILITATORS

2013-2014
Assam High Secondary Education College Nagaon

ADVANCED LEVEL EXAMINATION

- Diploma in Computer Applications (DCA 1 YEAR)

📝 LANGUAGES

Mother Tongue(s)
- Assamese

Other Language(s)
- English
- Hindi