

Debapriya Banerjee

Ph: (M) 7836906073/8920856233 Email: debapriyabanerjee15@gmail.com

SUMMARY

- Profile: Female, Single
- Nationality: Indian
- Current Location: Delhi, India
- Current position: Sr. Executive International Marketing
- Company: GoMedii Technologies, AAA Capital Services Pvt Ltd,
Weather Comfort Engineers Pvt Ltd,
Alipore Infotech Computer Education
- Salary Expectations: Negotiable

TOTAL WORK EXPERIENCE

GoMedii Technologies

March 2021 – Present

GoMedii Technologies is a Healthcare Technology Platform easing patient treatment journey with affordable & quality treatment options in India & Abroad.

Responsibilities: (As a Patient Care Co-coordinator)

- Communicating with new leads and follow up with old leads on regular basis from Bangladesh
- Collect medical documents from the patients and send the documents to various hospitals Like: Apollo, Fortis, Max etc. according to patient's choice and share the estimated cost for the treatment
- Assisting in processing medical visa by providing Visa Invitation Letter
- Arranging Airport Pick Up and Drop for the patients from the Hospitals
- Working on MS Word and Excel and Office Software
- Manage day to day office functions
- Working in Google Drive and Google Calendar
- Co coordinating with Hospital staffs and Execution Team
- Drafting Mails
- Assisting Patient's in the Hospitals if required
- Making B2B contacts and take new business from them

Ph: (M) 7836906073/8920856233 Email: debapriyabanerjee15@gmail.com

Debapriya Banerjee

Ph: (M) 7836906073/8920856233 Email: debapriyabanerjee15@gmail.com

GoMedii Technologies

March 2021 – Present

GoMedii Technologies is a Healthcare Technology Platform easing patient treatment journey with affordable & quality treatment options in India & Abroad.

Responsibilities: (As an Inside Sales Executive)

- Worked as an Inside Sales Executive for 1 year
- Communicating with new leads and follow up with old leads on regular basis from Bangladesh
- Collect medical documents from the patients and send the documents to Pre Sales Team
- Translating company's blogs from English/Hindi to Bengali
- Working on MS Word and Excel and Office Software
- Manage day to day office functions
- Working in Google Drive and Google Calendar

AAA Capital Services Pvt Ltd

December 2018 – December 2020

AAA Capital Services Pvt Ltd is engaged in the business of providing services as Enforcement Agents and Resolution Agents i.e. Legal process outsourcing of all steps, procedures, process and legal formalities under SARFAESI Act,2002.

Responsibilities:

- Working as an Area Co coordinator
- To send reports to Banks as per daily work.
- To make DM Application
- To raise invoices as per Bank's fee structure.
- Working on MS Word and Excel and Office Software
- Manage day to day office functions
- Voucher Entry job.
- Working in Google Drive and Google Calender
- Co coordinating with Field Staffs
- Drafting Letters

Debapriya Banerjee

Ph: (M) 7836906073/8920856233 Email: debapriyabanerjee15@gmail.com

Weather Comfort Engineers Pvt Ltd

March 2015 - November 2018

Weather Comfort Engineers Pvt Ltd is an authorized dealer of Carrier, Daikin, Mitsubishi and Toshiba Air Conditioners. This company is a service provider of air conditioners in industries.

Responsibilities:

- To make purchase orders, Performa invoices
- Providing quotations and managing them.
- To raise invoices.
- Working on MS Word and Excel
- Manage day to day office functions
- Challan Entry job.
- To maintain Sale register.
- Complaint launch in DMS and CRM.
- Working on Office Software

Alipore Infotech Computer Education

June 2012 – July 2013

Alipore Infotech Computer Education is a government registered computer education center.

Responsibilities:

- Faculty, arranging meetings, Admission process
- Manage day to day office functions
- Provide administrative, organizational and scheduling structure and support.

PROFESSIONAL QUALIFICATION

B.A. from Calcutta University in 2011

Class 12th from West Bengal Board of Higher Secondary in 2008

Class 10th from West Bengal Board of Secondary Education in 2006

Ph: (M) 7836906073/8920856233 Email: debapriyabanerjee15@gmail.com

Debapriya Banerjee

Ph: (M) 7836906073/8920856233 Email: debapriyabanerjee15@gmail.com

IT SKILLS

Well versed in Windows OS, Proficiency in entire MS-Office Suit. Sound understanding of Internet

LANGUAGES

- | | |
|-----------|--------|
| • Bengali | Native |
| • English | Medium |
| • Hindi | Fluent |
-

PERSONAL DOSSIER

Date of Birth: 15th May 1990

Permanent Address: 6, Banerjee Para Road, Sarsuna, Near Amrita Kanan Sweets, Kolkata-700 061

Present Address: 372, Chauhan Mohalla, Madanpur Khadar, Sarita Vihar, New Delhi-110076

Date

(Debapriya Banerjee)