

# Subhasis Barua

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10th February 2024

**Respected HR/SIR/MADAM**

**Re:** Application for Job Opportunity

I wish to apply for the role of Client Relationship Manager / Assistant Manager / Operations Head in your organization if there is any.

As you can see from my attached CV, I have over two years experience in the sales industry & team handling. Having worked my way up from Client Relationship Manager to Chief Technical Officer, I'm ready for a new challenge in the Marketing industry, and see this position as the perfect role to help me achieve this.

I'm particularly interested in working in Management Area because of my passion for organising and managing events, projects & team, something I've had extensive experience of during my time in the past company. Further, I feel that I have achieved all that I can in my current industry.

Throughout my previous positions I organised events ranging from small product launches for a select group of clients, through to some of the reputed clients like YCPL VIVO, IIT KHARAGPUR RESEARCH PARK. I believe that this experience, coupled with my excellent interpersonal and organisational skills, make me the perfect candidate for building a long-term career in this role.

In my previous role as a Client Manager at Tama Infoserve Pvt Ltd, I was responsible for managing relationships with big brands, and my account management resulted in an 35% increase in business renewals achieved. I am confident that I can bring this level of success with me to your organisation and help Company Name build upon their reputation as one of the biggest names in the US events industry.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

Subhasis Barua

Client Relationship Manager & Chief Technical Officer

Tama Infoserve Pvt Ltd

365Softwares



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## CONTACT

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## SKILLS

Client Relationship & Acquisition

100%

Team Management

100%

Communication , Negotiation &  
Diplomatic Skill

100%

ERP Handling

80%

📊 Digital Marketing

80%

## LANGUAGES

English

Hindi

Bengali

## INTERESTS

Management

Knowledge acquisition

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

**Client Relationship Manager & Operation Head** 01-12-2021 - 01-11-2023  
Tama Infoserve Pvt Ltd

Tama Infoserve Pvt Ltd is an IT based company developing Websites and Application. Here I have worked as Client Relationship Manager where I had to deal with client interaction and project acquisition. I have also played the role of Operation Head where my role was to manage a team of sales,technical & graphics so that the development is in line with the requirements.

**Chief Technical Officer** 01-11-2023 - 01-04-2024  
Tama Infoserve Pvt Ltd

In this role I showed my excellence in directing the technical side of the company and advancing in the technical field by implementing new technologies and redeveloping the website and shaping the technical aspects of the company.

## EDUCATION

**PGDBA** 2024

Symbiosis Centre of Distance Learning  
Null

**B.TECH in Electronic & Communication** 2021

Heritage Institute of Technology  
6.7

**Higher Secondary Class 12** 2015

Bholananda National Vidyalaya  
A

**Secondary Class 10** 2013

Assembly of Angels Secondary School  
A

## PROJECTS

YCPL VIVO

YCPL VIVO is the State Level operating body of VIVO. In this project I successfully communicated with the company and acquired the project for E-commerce Website Development for their child company TTPL. In this project I documented a detailed SOW document along with SLA document to describe the project in details. Internally I handled the team by directing them towards the objective of the development.

#### **APEX CLUB OF BALLY**

APEX CLUB OF BALLY is a renowned non-profit based organisation working in the health field providing treatment and test to patients. They have a reputation of 63years. Here also I documented a detailed SOW document along with SLA document to describe the project in details. Internally I handled the team by directing them towards the objective of the development.

#### **MEDIGATE**

Medigate is a startup in pharmaceutical industry where their objective is to sell medicine online & provide doctor booking to clients. Here also I documented a detailed SOW document along with SLA document to describe the project in details. Internally I handled the team by directing them towards the objective of the development.

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#### **AREN LEWIS & SHOPKAARO**

Aren lewis is an ecommerce based clothing platform, in this website my primary task was to coordinate with the client & deliver him an ecommerce platform to sell clothing items

#### **IFCS, AGEISHR,RRBIS**

in the above three website my primary task was to coordinate with the client to present them a brand informational website to create their online presence.

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#### **ADDITIONAL SKILLS & STUDIES**

- Digital Marketing
- Wordpress Web Development
- Project Management
- Customer Relationship Management
- Principles of Marketing
- Business Organisation and Management