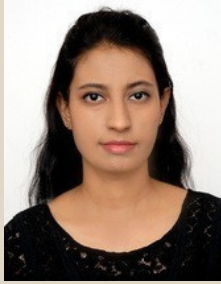


SHAGOTA KARMAKAR



Contact

📞 37165086

✉️ shagota89@gmail.com

Education

● Sikkim Manipal University

Master of Business
Administration-Finance
Birla Institute of

● Technology, international Centre

Bachelor of Business
Administration

Skills

- Attention to Detail
- Accounts Payable
- Supervisory Skills
- Time Management
- Stress Management
- Communication

Languages

- English
- Hindi



Valid Bahraini Driving License

Experience

Sales Executive - 03/2022 - 09/2024

Gulf Computer Services W.L.L.

- Communicating with the customers and understanding their needs to provide the best available solutions.
- Receiving inquiries and timely responding to the queries.
- Preparing quotations, receiving order confirmations and closing the orders by coordinating with the Delivery Team for timely dispatch.
- Identifying marketing opportunities by understanding consumer requirements; defining market, and competitor's strengths and weaknesses.
- Handling Business to Consumer and Business to Business sales efficiently with clear communication and ensuring maximum customer satisfaction.
- Sustaining rapport with key accounts
- Protecting organization's value by keeping information confidential.

Sales Representative and Admin - 12/ 2016 - 02/ 2022

Sandeep Jewellery Co. W.L.L.

- Sales
- Administration
- Accounting
- Communication

Accounts Assistant - 09/2015 - 10/2016

Almoayed General WLL

- Assembled, reviewed, and verified invoices and check requests.
- Flagged and clarified any unusual or questionable invoice items or prices.
- Prepared invoices for payment processing.
- Entered and uploaded invoices into the accounting system.
- Tracked expenses and processed expense reports.
- Prepared and processed electronic transfers and payments.
- Posted transactions to journals, ledgers, and other financial records.

🔗 <https://www.linkedin.com/in/shagota-k-7375961b2>