

# Purna Chetry



## Contact

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## Languages

English  
Assamese  
Hindi  
Nepali

## Hobbies

- Reading & Writing
- Surfing
- Listening
- Travelling

## Summary

Dedicated and skilled individual with extensive experience as Front-End manager working for Loyalty Program (IndianOil Xtrarewards) under IndianOil Corporation Ltd. in search of a position that allows me to apply my sales and management skills when interacting with team members and clients.

## Skill Highlights

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| <ul style="list-style-type: none"><li>• Business development</li><li>• Ability to motivate and maintain good relations</li></ul> | <ul style="list-style-type: none"><li>• Project management</li><li>• Fast learner</li><li>• Excellent knowledge of MS Office</li></ul> |
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## Professional Experience

**Front End Manager** Tristar Management Service Pvt Ltd, Tinsukia (IOCL Xtrarewards & Xtrapower Loyalty Program) 09/2018 – Currently Working

- Customer acquisition through the programs and gain volume.
- IOCL Xtrarewards and Xtrapower program training to RO staff on ITPS Pos machine.
- Focus to build and expand good relation with IOCL Retail outlet dealers & managers.
- Handling ITPS Pos machine related queries and resolution of the same on time.
- Planning and implementation of various sales promotional schemes and ensure smooth execution of the same.
- DSA's team management & training to them
- Provide customer support, handling customer queries.
- Preparations of various reports and presentations.

**Sales Executive** (Bandhan Bank, Digboi) 01/2018 - 07/2018

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking.
- Set up meetings with potential clients.
- Regular follow up lead and convert them to bank customer by selling bank product

## Education

**Bachelor of Commerce** (Accounting & Finance): Digboi College, Dibrugarh University (2011-2014)

**Higher Secondary (10+2)**: R.D Junior College Digboi, (2009-2011)

**HSLC (10th)**: Sowmar Vidyapith H.S School Digboi, (2009)

## Certifications

PGDCA - Post Graduate Diploma in Computer Application, from (HI-TECH Computer Point Digboi)