

WORK EXPERIENCE

Associate - Customer Support Tech Mahindra Ltd.

03/2024 - 10/2024

Kolkata

Senior Associate - Operations Netscribes Data & Insights Pvt. Ltd.

12/2017 - 01/2023

Kolkata

EDUCATION

Post Graduate Programme in Management United World School of Business

Kolkata

Bachelors in Commerce (Hons.) Vyasagar Autonomous College

Jajpur, Odisha

10+2 Stewart School

Bhubaneswar

10 Stewart School

Jajpur, Odisha

SKILLS

Back Office Operations

Quality Adherence

Secondary Research

Tally 9.0

Petty Cash

Banking Operations

Voucher Entry

Document Management

Billing

MS Office

Advanced Excel

PERSONAL INFORMATION

Father's Name - Satyajit Ray

Marital Status - Married

Nationality - Indian

Date of Birth - 22nd September 1991

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bengali

Full Professional Proficiency

Odia

Full Professional Proficiency