

Souvik Naskar

D.O.B - 3.3.1998

Specialized in the field of physical and biological Anthropology, good at establishing rapport, making connection with people and always eager to learn.



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WORK EXPERIENCE

Quality Analyst

Citizens Alliance Pvt Ltd

04/2023 - 05/2025

Kolkata

Job role

- Created reports using Microsoft excel on a daily basis to analyze the performance of team members.
- Analyzed large amount to data to identify problems through data sanitation, providing solutions for clients.
- Auditing calls as per the given parameters and gave quality sessions to maintain the quality score above the standard.
- Created charts and graphs on weekly and monthly reports.
- Created PowerPoint presentations for feedback sessions with team members.

SKILLS

Content writing

Ethnography

MS Excel

Report writing

Quality control

Data analysis

STRENGTH

Fast learner

Hardworking

Positive attitude

ACADEMIC QUALIFICATIONS

M.Sc.

University of Calcutta

11/2020 - 10/2022

Kolkata, India

Anthropology

- Biological Anthropology
- Grade- A

LANGUAGES

Bengali



English



Hindi



B.Sc. Honours

Bangabasi college

06/2017 - 10/2020

Kolkata

Anthropology

- Grade- A

DECLARATION

I hereby declare that all of the above information are correct to the best of my knowledge.