# ***RIA CHATTERJEE*** C:\Users\kulsh\Downloads\Scan_20180304_182956.jpg

# ***Mobile: +91 9830169834***

# [***Email-***](mailto:Email-soumyashankarde_2@yahoo.com)***ID:*** [***ria4792@gmail.com***](mailto:ria4792@gmail.com)

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***CAREER OBJECTIVE:***

***To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.***

***PROFESSIONAL SYNOPSIS***

* ***Result Oriented Professional possessing nearly 3 Years 4 months Experience in Career.***
* ***Hardworking, Competent & Efficient.***
* ***Capacity to make balance between personal and professional life.***

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***EMPLOYMENT SCAN:***

***Name of the Company Premier Group***

***Designation Sales Coordinator***

***Duration July’ 2014 to July’ 2016***

***Name of the Company Vikarta Enterprises Private Limited. (Offroll Party of Icici Bank LTD)***

***Designation Junior Associate***

***Duration August‘2016 to March‘2017***

***Name of the Company i-Process Services (India) Pvt. Ltd.***

***(Offroll Party of Icici Bank LTD)***

***Designation CPA Manager***

***Duration March’ 2017 to November’ 2017***

***Name of the Company Premier car sales ltd(Beeaar Hyundai)***

***Lucknow***

***Designation Front Office Executive(CRM Dept.)***

***June’2018 to June’2019***

***Name of the Company Wipro Limited***

***(Offroll Party of Icici Bank LTD)***

***Designation Executive***

***Since September’2019 to till date***

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***SCHOLASTICS:***

***2013 B.A from Calcutta University***

***2010 Completed Higher Secondary Examination from W.B.C.H.S.E.***

***2008 Completed Secondary Examination from W.B.B.S.***

***2008 Diploma in Fine Art***

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***TECHNICAL SKILLS & JOB RESPONSIBILITY:***

* ***MS OFFICE, MS EXCEL,INTERNET***
* ***DATA PROCESS &ENQ MANAGEMENT,REPORT SHARE AND STOCK MAINTENANCE,FLOOR MANAGEMENT AND RECEPTION, LOGIN,CAM,DISBURSEMENT OF AUTO LOAN DEPT***
* ***COMPLETED D.T.P FROM BRAINWARE***

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***STRENGTHS***

***Good Communication Skill.***

***Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.***

***Sincere & Hardworking.***

***Comprehensive problem solving abilities.***

***Good Leadership Skills***

***Good in Public Relations.***

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***HOBBIES:***

* ***Photography***
* ***Listening to Music***

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***PERSONAL DOSSIER:***

***Date of Birth : 4th July’ 1992***

***Fathers Name : Mr. Sajal Chatterjee***

***Gender : Female***

***Marital Status : Married***

***Languages Known : English, Hindi & Bengali***

***Permanent Address : 20/G,Jagat roy Choudhury rd,Paschim Barisha***

***Behala, West Bengal - 700008***

***Current Address : 20/G,Jagat roy Choudhury rd,Paschim Barisha***

***Behala, West Bengal - 700008***

***Declaration - I hereby declare that all the Information Furnished above are true to the best of my Knowledge.***

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­***

*Place: (RIA CHATTERJEE)*