**SANGITA DHAR**

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| ***CAREER OBJECTIVE***  To be part of a reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of the organization. Seeking a responsible career where my abilities can be highly utilized in a growth oriented and professional environment |
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***EXPERIENCE***

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| **6 months (August 2014 – March 2015) in International Tech Support Outbound (CCE) in Met Technologies Pvt. Ltd.**   * Make out bound calls to UK & USA * Follow up old customers as well as handling different types of customers * Always maintain good telephone etiquettes. |
| **International UK Lifestyle Survey Process (Sr.CCE) in Incorp InfoTech LLP (Vap Technology) from (May 2015 – March 2017)**   * Make Out bound Calls to UK. Follow Up with Customers. * Non – Sales Process, Doing a survey by asking few questions regarding their Lifestyle.   **Worked as Front Office Executive cum Supporting MIS Staff in OJB Herbals Pvt Ltd (Sep 2017 – May 2020)**   * Welcoming guests and receiving Letters, Packages, Draft, Sort and Forward emails. * Provides secretarial support, answering the telephone calls; relaying messages; Keeping track for the stationeries used. * Can Operate EPABX phone system, call receiving, call transferring and can operate printer. Maintain filing etc.. * Coordinating with the candidates coming for interview. * Assisting HR Manager by submitting employee attendance reports and fulfilling Duties as requested by HR Manager. * Maintaining employee files and KYC documents of new joinees. * Maintaining employee information by entering and updating employee Details in Payroll System (when necessary). * Handling EPF documents of New Joinees and handover to the Concerned Person.   **Responsibilities as Supporting MIS Staff.**   * Follow up with Sales Team for daily SMS Report. * Maintaining excel sheet updating weekly sales report of sales team. * Updating performance & projection report & secondary sales expenses report. * Checking BA papers every month and monthly expense sheet of sales team. |

# *Education*

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| 1995-2008SCHOOL: Loreto Day School, SealdahDEGREE: Secondary (W.B.B.S.E)Percentage - 53% |
| 2008-2010**School : hariyana vidya mandir, saltlake** **DEGREE : SENIOR SECONDARY (C.B.S.E)**  **PERCENTAGE - 63.75%**  **2010-2013**  **COLLEGE : SIKKIM MANIPAL UNIVERSITY**  **DEGREE – B.B.A (upto 5TH SEM)**  **PERCENTAGE - 64.12%** |

# *Skills*

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| * Good communication in English both written and verbal. * Doing works with timely manner. * Responsible for all the tasks assigned. | * Friendly, Energetic and Enthusiastic Person. * Basic knowledge in M.S Office (Word, Excel). WPM : 35 |
| ***INTEREST AND HOBBIES***   * Travelling * Listening to Music * Painting |  |

***PERSONAL INFORMATION***

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| **Mother’s Name** | Lakshmi Dhar |
| **Date of Birth** | 13TH OCTOBER 1990 |
| **Nationality** | Indian |
| **Sex** | Female |
| **Marital status** | Single |
| **Languages** | English, Hindi, Bengali |

**DECLARATION**

 I do hereby declare that the above furnished details are true, correct & complete to the best of my knowledge & belief.

***Signature***