**SANGITA DHAR**

Address: Police Housing Complex Bidhan

Sishu Sarani, Kolkata 700054

Phone: 9051239476

EMAIL ID · Sangita.cloud9@gmail.com

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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.
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| **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.
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# *Education*

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| 1995-2008 SCHOOL: 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
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| ***INTEREST AND HOBBIES**** Travelling
* Listening to Music
* Painting
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***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***