**Sewli Chatterjee**

Charu Apartment, 1st Flr, Subhash Uddhan Panihati-700114

Ph No- 9830416812

Email Id- sewlichatterjee58869@gmail.com

**CAREER OBJECTIVE:**

I intend to be part of an organization where I can constantly learn and develop and enhance my knowledge and skills and make best use of it for the growth of the organization. I look forward to establishing myself by adapting new technology as well.

**KEY SKILLS:**

* Administrative Skills
* Communication Skills
* Interpersonal Skills
* Typing Skills

**EXPERIENCE:**

**VISHAL INTERNATIONAL PRIVATE LTD**

**(July 2020- March 2021)**

* Performing end to end operations such as assisting visitor, answering client call, coordinating appointments, sorting email organizing records.
* Review and authorizing various documents as requested by management for customer.
* Resolving queries, complains and ensuring customer satisfaction by taking their feedback.
* Coordinate with Accounts team to prepare Bank RTGS for customer.
* Assist Accounts team to prepare salary sheet and payouts to employee and contractors.
* Responsible for preparing quotations, sell bill, daily reports.

**INTERNSHIP**

**SPANDAN HOSPITAL** –**IPD executive.**

**(19th June 2019 to 19th September 2019)**

* Handled patients admission and discharge billing.
* Coordinated patient scheduling, check-in, check-out and payments for billing
* Responded to questions and managed communications with patients
* Answered and directed telephone calls
* Effectively communicated with different departments through use of strong listening, open-ended questioning and appropriate response skills.

**ACADEMIC EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **NAME OF THE INSTITUTE** | **BOARD/****UNIVERSITY** | **YEAR OF****PASSING** |
| 10th | S.S.VIDYAYATAN | WBBSE | 2014 |
| 12th | S.S.VIDYAYATAN | WBBSE | 2016 |

**PROFESSIONAL DEGREE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Bachelors of Business Administration  | NOPANY INSTITUTE OF MANAGEMENT STUDIES | MAKAUT | 2021 |

**CERTIFICATION:**

* Business communication

**INTEREST AREA:**

* Dancing
* Traveling
* Cooking

**PERSONAL DETAILS:**

* Name :Sewli Chatterjee
* Gender : Female
* Languages Known : English, Hindi, Bengali
* Nationality : Indian
* Hobbies : Dancing, Cooking, traveling

**DECLARATION:**

I hereby declare that all the above-furnished Information is true to my knowledge.

DATE :

PLACE : KOLKATA (SIGNATURE)