**RESUME**
[**SUJATA CHATTERJEE | +91 8860587623 [** **sujata05das@gmail.com****]**

**D-2/3 VASANT VIHAR NEW DELHI 110057**

**CAREER OBJECTIVE:** I am willing to provide the best technical support and customer service to our clients helping to facilitate smooth functioning of the office and to build up a good working environment and team spirit.

**CORE COMPETENCE:** Flexible, adaptable, good in planning and implementation and can work under stress, open to learning and has good team spirit.

 **Job Profile**

* Welcoming and attending clients and to make them comfortable.
* Assisting in office work like written and electronic communication, handling general complaints and issues.
* Responsible for handling client’s requests, special need and complaints.
* Generating bills and receipts.

 **Presently Working**

* Presently working as a Executive-Front Office & Admin in **SGS ARBITRATION CENTRE** from 07th February 2019 till now.

**(Job Profile: Customer Relation Officer, Processing of Bills, Sorting & Distributing Mail, Answering calls and redirect as per the need, Arrange Meeting & Appointments with Dining arrangements as needed, Maintaining of Stocks & Coordinate with Vendors.)**

 **PAST EXPERIENCES**

1. Worked as a receptionist cum computer operatorin **Acura Laboratory**, Vasant Vihar, New Delhi in March 2014 till October 2014.
2. Worked as a receptionist cum office assistance in **Vohra Skin Clinic**, Vasant Vihar, New Delhi.
3. Worked as a Front Desk In Charge cum Computer Operator in **Lifeline Laboratory**, Green Park, New Delhi from 04th November 2014 till 05th October 2019 (**Job Profile: Customer Relation Officer, Processing of Bills, Correspondence of Laboratory Investigations Reports, Data Entry (Hematology, Biochemistry, Immunology & Microbiology etc.) Laboratory- Front Desk Receptionist & Billing)**

 **EDUCATIONAL QUALIFICATION**

* Pursuing Bachelor of Arts (BA Programme) from University of Delhi
* Passed Senior Secondary Examination National Institute of Open Schooling, Government of India in 2016.

 **COMPUTER PROFICIENCY**

* Basic knowledge of MS Office, internet and E-mail.

 **PERSONAL DETAILS**

Father: Mr. Debu Chatterjee

Mother: Mrs. Monika Chatterjee

Date of Birth: 09.12.1995

Sex: Female

Marital status; Single

Religion: Hinduism

Nationality: Indian

**DECLARATION**

I hereby confirm that the above mentioned facts are true in the best of my knowledge.

**SUJATA CHATTERJEE**

Dated: