***Career Objective:***

**To secure a responsible & challenging position where my education and knowledge can be fully utilized & where I can make significant contribution.**

***Job Experience Highlights :***

1)**Data Management**: Validating operational/ transactional /business related data . Scrutinizing, filtering, cleaning and processing data and analysis of that data for accuracy, relevance and decision making.

2)**Operation:** Performing daily operation as per business requirements, maintaining all data, documents and records as per chronology using various tools and software. Ensuring data and functional integrity by adhering to business ethics, business norms and business rules. Ensuring audit compliance in data and operation.

3)**MIS:** Preparing monthly, quarterly and annual reports for higher management using internal SAP.

4)**Business Communication:** Performing day to day transactional communication to various stakeholders, articulating various issues in an effective manner for better understanding and quick action procedures.

5)**Team Spirit Enhancer :**Motivating and driving team members for constant improvement, better learning and growth.

6)**Service Excellence**: Driving entire team for innovative thinking, developing problem solving skills and adapting to crisis situation through Service Excellence practices.

7)**Training:**  Conducting training for juniors and freshers on various office tools and techniques used for data churning, data analysis and data reporting. Also conducting Soft Skill and behavioral training for junior team mates.

***Academic Qualifications:***

|  |  |  |
| --- | --- | --- |
| **Examinations** | **Institution/University** | **Year of passing** |
| PG Diploma in Management | ICFAI University | 2019 |
|  M.C.A.  | Sikkim Manipal University  | 2013 |
|  B.Sc. ( Hons) | University of Calcutta, Kolkata | 2009 |
|  Higher Secondary | WBCHSE, West Bengal | 2006 |
| Madhyamik | WBBSE | 2004 |

***Professional Certifications/Trainings :***

|  |  |  |
| --- | --- | --- |
| **Professional Certifications/Trainings** | **Institution/Organization** | **Year of passing** |
|  GNIIT | NIIT | 2010 |
|  MCPD | MICROSOFT | 2011 |
|  MCT | MICROSOFT |  2011 |

**KRAs:**

**------------**

* Ensuring good feedback about transactional and operational effectiveness
* Meeting 100% operational need of the organization
* Ensuring audit compliance in data and operation.
* Timely completion of every data analysis and reporting task.
* Ensuring cost effective methods and procedures for operations.
* Achieving Service Excellence through innovation

***Achievements:***

* **Award Of Excellence (Best Employee of the year)**
* **WOW card award for 4 times for high quality of work delivered.**
* **Hats Off points awards for 3 times for being STAR PERFORMER.**

**Notice Period: 30 days**

***Extra Curricular Activities / Hobby:***

Reading Books, Cooking, Traveling, Music

***Personal Details***

Date of Birth 23.08.1987

Sex Female

Marital Status Married

Languages Known English, Bengali, Hindi

 Address 8B, Gobinda Auddy Road, Kolkata-700027,

 Chetla,Jhilmil Apartment, Flat -307

 ------------------------------------

                                     (SIGNATURE)