*ArkaDasgupta*

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# CAREER OBJECTIVE

To seek a challenging position in your company, where my skills are put at optimum use for the growth and development of the company, work amongst people where I can develop my knowledge and also be able to contribute as a valuable member of a team.

# Skill Set

* Excellent communication and presentation skill
* Good interpersonal skill, able to maintain and build excellent work relationship.
* Good technical knowledge, aptutude to quickly learn evolving technologies.
* Excellent logical skill in issue resolution.
* Customer service orientaion skill and customer focused

# TECHNICAL PROFICIENCY

* MS OFFICE 2016 : Sound and proficient knowledge on the sub domains and usage of MS Office.
* WINDOWS SYSTEM MANAGEMENT : Inquisitive and self taught regarding the M-SATA , NETWORK DOMAIN and HOST , HARDWARE Development of a basic computer.
* PROOF READING AND CONTENT WRITING : With a strong hold on the language , can edit and write content on several topics with facts and supports.
* EVENT COORDINATOR AND PLANNER : Organized and co-ordinated several events for NGOs and artists for music festivals.
* AUDIO/VIDEO EDITING : Sound and thorough knowledge and efficient with FL STUDIO , CUBASE and MOVIEMAKER.

# Work Experience

* Sitel India Ltd, Chennai

Designation – Technical Support Associate

Duration – July 2014 to November 2014

* Tech Mahindra Business Services , Mumbai

Designation – Customer Service Representative

Duration – August 2017 to October 2018

* Tata Consultancy Services, Mumbai

Designation – Customer Service Representative Duration – November 2018 to September 2019