

ARIJIT NATH

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PROFILE

Highly skilled office administrator with an impressive background specializing in administrative work and office support. Known for utilizing strong communication skills to communicate well with other staff members and employees. Dedicated to creating office environments conducive to optimal workflow and success. Bringing forth the ability to support and stimulate office stability and growth. **Also I have great interest to work in technical field.**

EMPLOYMENT HISTORY

Front Office Executive, GeoTech Infoservices Pvt. Ltd., Kolkata

➤ **APRIL 2022 - JUNE 2023**

+ Responsibilities:-

- ❖ Performed other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.
- ❖ The answer, screen, and forward incoming phone calls as necessary.
- ❖ Maintained employee and department directories.
- ❖ Managed security by following procedures monitoring logbooks, and issuing visitor badges.
- ❖ Supported continuity among work teams by documenting and communicating.
- ❖ Maintained fire service related matters.
- ❖ Performed operations of live pantry. Dealing with vendors.
- ❖ Billings in excel / tally software.
- ❖ Inspected lobby and office areas to ensure a clean and presentable environment.

Front Desk Associate, Dhar Brothers, Kolkata

➤ **JULY 2016 - NOVEMBER 2020**

+ Responsibilities:-

- ❖ Performed administrative tasks such as filing, data entry, and document scanning.
- ❖ Able to provide basic level of troubleshoot for technical issues.
- ❖ Able to do complete set of customer's needs is met enquiry to delivery of Products.
- ❖ Daily billings in excel / tally software.
- ❖ Coordinated with other departments to ensure a smooth and seamless guest experience.
- ❖ Did Satisfaction customer needs and expectations in terms of product information and customized solution according to their need.
- ❖ Greeted and checked in guests with a professional and friendly demeanor, resulting in a 100% Increase in customer satisfaction ratings.
- ❖ Maintained accurate and organized customer records.

EDUCATION

- Bachelor of Commerce
- University of Calcutta, Kolkata
- Year - 2012

SKILLS

▪ **Professional Skills:**

Microsoft Office | Tally Erp9/Tally Prime | Basic level of technical knowledge.

▪ **Soft Skills :**

Language fluency | Enthusiasm for technology | Corporate Etiquette | Email Writing | Interpersonal Skill | Corporate Telephone Etiquette | Group Discussions | Time Management | Decision making | Negotiation

Languages Known

- ❖ Bengali (Native), English (Fluency- Good) & Hindi (Fluency- Excellent).

PROFESSIONAL COURSE









- ❖ Course Name: - **"CERTIFICATE IN ADVANCED EXCEL"**
- ❖ Centre Name: - Tally Academy, Phool Bagan, KOLKATA
- ❖ Year: - JULY 2023 – SEPTEMBER 2023
- ❖ Certification Id:- 51/PHOO-2023-8055/6

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- ❖ Course Name:- **"Career Skills"**
 - ❖ Completed from:- TCS ION
 - ❖ Year:- March 2022
 - ❖ Certification Id:- 113448-21517384-1016

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- ❖ Course Name: - **"TALLY"**.
 - ❖ Centre Name: - Ramakrishna Math (Yogodyan), Computer Centre, Accredited by West Bengal State Council of Technical Education (Govt. of West Bengal), KOLKATA
 - ❖ Year: - JANUARY 2015 – APRIL 2015

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- ❖ Course Name: - **"DIPLOMA IN FINANCIAL ACCOUNTING SYSTEM"**
 - ❖ Centre Name: - Phool Bagan Youth Computer Training Centre, Department of Youth Services , Government of West Bengal, KOLKATA
 - ❖ Year: - JANUARY 2014 – DECEMBER 2014

PERSONAL DETAILS

-  Date of Birth: - 13th February, 1990
-  Father's Name: - Mr. Bidyut Nath
-  Gender: - Male
-  Cast: - OBC
-  Marital Status: - Single
-  Religion: - Hindu
-  Nationality: - Indian
-  Personal Interest: - Reading Novels and Stories, Playing Chess and Cricket.

PLACE: -

SIGNATURE

DATE: -
