

**SANGITA SAHA****Email ID: sangita2021saha@gmail.com****Contact Number: 9051864525****Date of Birth: 17<sup>th</sup> December, 1988****Languages Known: English, Hindi & Bengali****Career Objective:**

Customer-focused professional with 6+ years of experience in high-volume call centers, data analyst in law firm. Looking forward for a challenging role in a reputed organization to utilize my technical & data analytical skills for the growth of the organization

**Work Experience Details:****L.S. Davar & Company, October 2013 - May 2017 - Back Office Executive****Key Responsibilities:**

- Responsible for data entry on daily basis in ERP system.
- keeping track for all legal files along with daily reports.

**Maheshwari Mantry & Company, October 2012 - September 2013 - Back Office Executive****Key Responsibilities:**

- Responsible for postpaid billing handling
- Keeping track on bill payments.
- Handling Home loan formalities, provided by bank.

**Spanco BPO Pvt Ltd, January 2011 - September 2012 - Customer Care Executive.****Key Responsibilities:**

- Taking calls from customers
- Solving queries & provide resolutions

**Educational Qualification**

Course	Board/ University	Year
Secondary	WBBSC	2005
Higher Secondary	WBCHSE	2007
B.com (Major)	CU	2010

**Technical Skills** : MS Office, Excel.**Declaration**

I hereby declare that all the statements and information above provided by me are true to the best of my knowledge.

**SANGITA SAHA**