

Amit Dolui

25A South Tangra Road, Kolkata - 46
8420735715 | amitdolui60@gmail.com

Objective

Results-driven professional with strong problem-solving and communication skills, proficient in Microsoft Excel and Word. Seeking to leverage expertise in sales and data management to contribute to team success and business growth.

Experience

- Cloud Vista Services** Aug 2020 - Mar 2022
Customer Support Executive
Managing outbound sales calls, built customer relationships, exceeded sales targets, and resolved issues promptly. Additionally, I maintained accurate customer interaction records and sales data in the CRM system.
- UHRS by Microsoft** Apr 2022 - Nov 2022
AI Analyst
Freelanced for Clockworker UHRS by Microsoft, performing data annotation, image labeling, and text classification. Delivered high accuracy and efficiency in micro-tasks, enhancing AI algorithms and meeting stringent deadlines.
- Marble Box Solutions** Feb 2023 - 2024
Process Associate
Handled insurance-related processes for U.S. clients, efficiently managing queries and providing exceptional service. Ensured accurate data management and streamlined client interactions to enhance satisfaction and uphold company standards.

Education

- SRC Institution** 2018
10th Secondary
68%
- SRC Institution** 2020
12th Higher Secondary
69%

Skills

- Problem Solving
- Communication
- Microsoft Excel
- Microsoft Word
- Quick Learner

Interests

- Blogging
- Reading
- Travel Enthusiast
- Volunteering

Languages

- English
- Hindi
- Bengali