

TAPASHI MAJUMDER

OBJECTIVE

WORK EXPERIENCE

Since September, 2006 to July 2013

worked as a Senior computer operator and front office come office incharge in Hindustan goods carriers pvt ltd (H.G.C.LOGISTICS)

Since August 2013 to April 2018

Working as a front office come office incharge executive in PROJUKTI (App developer company in Kolkata)

Since April 2018 to October 2024

Working as a senior CRM & operation delivery department of Dhulagarh work like & others EWAYBILL generation (GST purpose) in INLAND WORLD LOGISTICS PVT. LTD

- . Job includes maximum no of team 40 members by meeting up with different customers and generating revenue for the Branch.*

Job Responsibilities:

- . Job includes maximum no of team 40 members by meeting up with different customers and generating revenue for the Branch.*
- . Scheduling transportation services.*
- . Tracking orders and coordinating drivers, vehicles, load, and journeys*
- . Ensuring compliance with company policies and transportation laws.*
- . Receiving phone calls forms checking those, underwriting them and giving them a decision whether to accept or reject them depending on certain guidelines with signature.*
- . Receiving adviser recruitment forms, checking them in order to process them.*
- . Bill generation & Mr collection in system.*
- . Communication with customer and solve their problem effectively to understand customer and meet their needs.*
- . Formulating and maintaining sheet regularly and filling their order.*
- . All problem of EWAYBILL problem solve of customer and official schedule.*
- . Maintain daily loading & unloading documents in regular updating MS sheet.*
- . And also managing data entry.*

EDUCATION

Examination	Year	Board / University	
Graduation	2007	C.U.	
10+2	2004	W.B.B.H.S.C.	
MADHYAMIK	2002	W.B.B.S.C.	

COMPUTER QUALIFICATIONS

- ❖ Successfully Completed Computer diploma in IT BASED MEDIA MANAGEMENT in web computer training center.
- ❖ Developed Work Experience in MS Dos, Windows, Photoshop, PageMaker, CorelDraw, MS Office, HTML.



PERSONAL DATA

PRESENT ADDRESS 130, Bidhan pally maidan pally bye lane east sinthee Dum Dum Kolkata-700030.

FATHER'S NAME : Late Harashit Majumder

DATE OF BIRTH : March 19th 1986.

MARITAL STATUS : WIDOW

CONTACT NO. : 9432539776 /6290167278

EMAIL ID : tapashimajumder86@gmail.com

STRENGTH : Ability to cope with pressures and stiff deadlines.
Amiable disposition with colleagues. Good interaction skill.

I hereby affirm that the information in this form is true and correct.

Signature

Date: 01/11/2022

TAPASHI MAJUMDER