

Deepa Bora



Contact

Father's Name:

Rajendra Nath Bora

D.O.B:

3rd March 1995

Address:

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Assam.

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Languages

- English
- Hindi
- Assamese

Hobbies

- Reading books
- Listening to music
- Playing outdoor games
- Completing DIY projects

Summary

To work in a challenging environment where I can contribute my technical ability for the growth of the company and gain the knowledge and experience thereof for my personal.

Skill Highlights

- Positive Attitude
- Flexibility
- Strong decision maker
- Good with SAP and MS Office
- Hard working
- Adaptable
- Optimist

Experience

Production Planning and Control (GET) - 01/2018 to 02/2019
Genus Power Infrastructure Ltd, Guwahati

- Responsible for planning the production as per orders received from the marketing department. Minimal Material Requirements Planning (MRP) on monthly basis.
- Preparing of monthly production plan & manufacturing of Energy meters with production department. Maintaining designs outputs (BOM's & Drawing) and circulating the same to the concerned departments.
- SAP working knowledge related to PP and MM module. (MRP), 5S, Kaizen, 7-QC Tools, TIMWOOD.

Customer Support Executive - 11/2019 till Present
Teleperformance, Jaipur

- Resolving customers issues on chat.
- Maintaining good C-SAT scores.
- Operating multiple chats at one time.
- Develop and maintain strong customer relationship.

Education

Bachelor of Technology: **Electronics and Communication- 2017 Assam Science and Technology University, Guwahati**

Certification

Completed one year of apprenticeship under National Apprenticeship Training Scheme.