



CONTACT ME

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📍 West
Sudarshanpur, Raiganj,
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Bengal, 733134

EDUCATION

B.Tech in EE

**FUTURE INSTITUTE OF
TECHNOLOGY, WEST BENGAL**
2018-2021

Diploma in EE

**BENGAL COLLEGE OF
POLYTECHNIC, WEST BENGAL**
2015-2018

10th Board

S.D.P.U.V.C
2014

SKILLS

- DIPLOMA IN MULTIMEDIA & ANIMATION
- TRAINING IN AUTOCAD ELECTRICAL 2021, HYPERWORK, ENGINEERING DRAWING, PCB DESIGN.
- DIPLOMA IN PHOTOGRAPHY
- OPERATION & HR EXECUTIVE
- DIGITAL MARKETING
- RECRUITING, TRAINING AND DEVELOPMENT, TEAMWORK AND COLLABORATION, TIME MANAGEMENT SKILLS

Deep Ghosh

OPERATION & HR EXECUTIVE

PERSONAL DETAILS

- DATE OF BIRTH : 16/10/1997
- MARITAL STATUS : UNMARRIED
- NATIONALITY : INDIAN
- GENDER : MALE
- HOBBIES : NATURE PHOTOGRAPHY, BADMINTON, INTERACTING WITH NEW PEOPLE, PLAYING CHESS.
- FATHER'S NAME : UTTAM GHOSH

WORK EXPERIENCE

OPERATION & HR INTERN

2 YEARS EXP. (PRESENT)

WINSPARK INNOVATIONS LEARNING PVT LTD (PlanetSpark)

- Sourcing potential candidates from various online channels.
- Screening out the resumes and application forms.
- Scheduling the interview with candidates.
- Conducting telephonic interview round and shortlisting them for further rounds.
- Performing end to end recruitment using company's CRM.
- Onboarding the right quality of teachers.
- Guiding the candidates through the various stages of hiring and training process.
- Giving CRM trainings to new HR interns.

CUSTOMER SUPPORT EXECUTIVE

4 MONTHS

CONNEQT BUSINESS SOLUTION LIMITED| KOLKATA

Manage a team of customer support representatives and maintain customer satisfaction. Responding to customer queries in a timely and accurate way, via phone, email, or chat Process. Identifying customer needs and helping customers use specific features. Analysing and reporting product malfunctions. Monitor customer complaints on social media and reach out to provide assistance.

OPERATION EXECUTIVE

3 MONTHS

MAYBRIGHT VENTURES PRIVATE LIMITED| KOLKATA

On Boarding – Help with On boarding of the registered users to complete the profiles and get them onboard and complete the overall documentation process.
Customer Service – help with customer services with various backend activity

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and belief.