

Anupam Chakraborty

Howrah, West Bengal

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8961281640

Personal Details

Date of Birth: 1986-04-30

Eligible to work in: India

Work Experience

Front Office Manager

ECHT Conglomerate Private Limited - Ahmedabad, Gujarat

June 2022 to Present

1. Keep front desk clean, tidy and supplied with all the necessary supplies.
2. Greet, communicate with and welcome guests
3. Keep the office in order.
4. Answer all the customers' questions and address their complaints.
5. Answer all incoming calls and redirect them or keep messages.
6. Receive letters, packages and send them to appropriate destination
7. Prepare and manage outgoing mail
8. Check, sort and forward emails
9. Monitor office supplies
10. Monitor and update records and files
11. Monitor and log office expenses and costs

Senior Assistant Sales & Operations

Lakeshore Water Sports Company Limited - Pune, Maharashtra

September 2013 to May 2022

1. Listening to customer requirements and presenting appropriately to make a sale.
2. Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
3. Responding to incoming email and phone inquiries.
4. Reviewing team sales performance, aiming to meet or exceed targets.
5. Processed cash and credit payments rapidly and accurately.
6. Coordinated between billing department and customers to resolve problems.
7. Generating detailed daily, monthly, quarterly and yearly reports on business, staff and profit.

Account Executive

Newland Agro Industries Ltd - Kolkata, West Bengal

November 2012 to August 2013

Business Correspondent Executive

Paschim Banga Gramin Bank Ltd - Howrah, West Bengal
September 2011 to September 2012

Customer Dialog Executive

Magus Customer Dialog Private Limited - Kolkata, West Bengal
August 2010 to August 2011

MIS Executive

Sarada Distributor (Vodafone -AD) - Howrah, West Bengal
June 2007 to May 2009

Assistant Accountant

Hotel Soubhagya Inn - Daman, Gujarat
July 2005 to June 2007

Education

Bachelor's degree in Accounting

Netaji Subhash Open University - Howrah, West Bengal
July 2006 to June 2009

Skills / IT Skills

- Customer service
- Organisational skills
- Maintenance
- Cashiering
- Communication skills
- Leadership
- Cash handling
- Food preparation
- Driving
- Stocking
- Administrative experience
- Microsoft Office, Telly (2 years)

Languages

- Hindi - Expert
- English - Expert
- Bengali - Expert
- Marathi - Beginner
- Gujarati - Beginner