

Sudipta Majumder

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Professional Summary

Enthusiastic Administrator with an attitude of compassion for doing good along with overall development of the organization sportingly. Expert in handling customer need and provide individualized service. Committed and professional in handling the services with a positive attitude.

Work History

Teresa House School – Admin
Following CBSE pattern
Kolkata
January 2019 – current

- ✓ Effective promotion Strategy
- ✓ Continuous Human Resource Management
- ✓ Zero customer complaints
- ✓ Effective communication
- ✓ Motivating employees
- ✓ Increasing profits
- ✓ Minimize loss

Courses

The NIS Academy
Kolkata
ADAMAS

The NIS Academy
Kolkata
ECPD

Skills

- MS Office
- Problem Solving
- Self Motivated
- Cultural Awareness
- Flexible and Adaptable
- Excellent communication
- Decision Making
- Strategic Planning
- Customer Service
- Work Planning and Prioritization
- Resourceful and Analytical
- Attention to details
- Overcoming Obstacles
- Continuous Improvement
- Meeting Support
- Relationship Development
- Employee Supervision
- Personable and Approachable

Education

MBA (Applied Management)
Annamalai University
2009

Bcom
Annamalai University
2006