

SOHINI BANERJEE

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CAREER OBJECTIVE

- ❖ Objective is to secure a job where I can learn & grow fast in the company.
- ❖ To create a position of self and gaining experience where I can enhance my skills to award seeking success & growth.

WORK EXPERIENCE

- ❖ Working as an executive in **Egon Zehnder Pvt. Ltd.** from May 2017 to present in Gurugram, HR.

About the Company: is trusted advisor to many of the world's most respected organizations and a leading Executive Search firm.

Roles & Responsibilities: -

- Preparation of input database tracker and update into the system.
- Responsible for updating the records for multiple offices – mainly for France and Germany and also for India, Switzerland and Singapore and co-ordinate with the clients as and when required.
- Emailing the required information to the clients as and when required.
- Maintaining database tracker and share with the team leader.
- Allocation of job to the team members in absence of Team Leader.
- Taking care of urgent (Priority 1) requests and allocate them to the respective team members.
- Working on long projects for German, France & Switzerland offices.

WORK EXPERIENCE

- ❖ Worked as an executive in **AEGIS Pvt. Ltd.** from November 2016 to May 2017 in Kolkata, WB.

About the Company: Global Business Services Provider, offering Business Process Outsourcing, Contact Center Solutions, Transactional and Payroll Management Processing Services

Roles & Responsibilities: -

- Data Entry and Tele calling.
- Maintaining customer feedback report.

- Quality control of data.
- Preparing weekly excel database tracker.
- Preparing AHT (Average handling Time) report for the calls.
- Query resolving in stipulated time.
- Taking care of the dealers' accounts.

ACADEMIC QUALIFICATION

	Board/ University	Year of Passing	Percentage
Secondary	W.B.B.S.E	2007	64.62%
Higher Secondary	W.B.C.H.S.E	2009	65.20%
B. A (English Hons.)	Burdwan University	2012	50.20%
Masters in English	Kalyani University	2015	56.66%

Information Technology

- ❖ Diploma in Computer Application (Windows MS-Office, internet)

HOBBIES

- ❖ Reading books and Magazines, novels, drawing.
- ❖ Internet surfing.
- ❖ Listening to music

PERSONAL DETAILS

DATE OF BIRTH :- 19th January 1992

CORRESPONDANCE ADDRESS :- 474 GF, Sector – 4, Gurgaon - 122006

Date :-

Place :-

(Sohini Banerjee)