

AJAY SAMMER BOSE

Mumbai – India

Email: ajay34458@gmail.com

Mob : 9372357560

Overview

Customer Service Representative with experience of telephone and face-to-face sales and account administration. Aiming to use my proven customer service, accounting, and communication skills to effectively fill the suitable role in your company.

Skills

- Proactive & Innovative
- Enthutiastic & Hard Working
- Self Motivated
- Business Relationship
- Process Management
- Good Communication Skills
- MS Office

Employment

Balance Nutrition

MUMBAI, INDIA

Client Service Executive

May 2018 - Present

Responsibilities:

- Scheduling appointments and handling Client enquiries (on calls and walk-in)
- Explaining the payment structure to the clients and handling all payments, issuing bills and maintaining a record for the same
- Maintaining client data base online and as well on MS EXCEL.
- Manage Daily Costing Reports.
- Maintains Staff Attendance Record.
- Uploading Recipes on website.
- Uploading success testimonial of clients on website.
- Footer update of employees email id.

Middle Earth Food Pvt. Ltd.

Mumbai, India

Cashier/Operations

May 2015-Apr 2018

Responsibilities:

- Maintain cash transaction Records.
- Handling all payments, issuing bills and maintaining a record for the same
- Provide daily report to Line Manger.

TCS Consultancy Services

MUMBAI, INDIA

Data Entry/Back office

Nov -2011 – Apr -2015

Responsibilities:

- Manage the transaction processing system.
- Transaction processing of payment made by customer data capturing of Payment in to the system.
- Provide daily resports to Line Manager

Educational Qualifications

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|------------------------------------|---------------|
| • Maharashtra State Board | Mumbai |
| Higher Secondary Certificate (HSC) | 2005 |
| • Maharashtra State Board | Mumbai |
| Secondary School Certificate (SSC) | 2003 |

Courses

- Basic Maharashtra State Certificate of Information Technology.
- Touch Typing Training Course

Personal Details

Date of Birth	-	10-08-1987
Gender	-	Male
Nationality	-	Indian
Languages	-	English, Marathi,Bangali and Hindi
Hobbies	-	Reading Books and Sports

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