

Seeking for a position that would enhance my creative and professional skills while contributing to the overall growth of the organization.

WORK EXPERIENCE

SEO MANAGER AND HR THATWARE LLP

09/2018 - 09/2021

Kolkata, West Bengal

Achievements/Tasks

- Responsible in handling all the domestic and international clients in terms of verbal and written interaction via email and other job portals like Upwork, Guru, People Per Hour etc
- Used to manage a team of 63 members in terms of reporting to the clients and tallying the work each Thursday and reporting to the CEO (as I was in the second highest position)
- Was in charge of the financial accounts of the organization and also take care of the salary before it is being processed each month.
- Used to take care of the recruitment in all sectors in terms of SEO, Digital Marketing, Designing, Development and then transfer to the respective team lead for the next round of interviews. If selected, I would then take the last round in terms of deciding the salary.
- Organise regular team meetings and take an update each Thursday to ensure the projects are in track.
- Take monthly feedback from each employee during the first Thursday of the month and solve if any issue arises.

Associate

Wipro

04/2018 - 09/2018

Kolkata

Achievements/Tasks

- Completed 3 months of training in handling international clients
- Responsible for handling international client queries

Sales and Marketing Executive Planet Websoft Solutions Pvt Ltd.

09/2012 - 04/2018

Kolkata

Achievements/Tasks

- Responsible for bringing clients through various job portals like Upwork, Guru and Skype calls
- Responsible for handling a team of 47 members and ensure the team target is achieved monthly.
- Was applauded and praised for leadership skills and risk management strategies

CERTIFICATES

COMPUTER TRAINING COURSE CERTIFICATE ICAI KOLKATA

12/2009 - 12/2009

KOLKATA

SKILLS

LEADERSHIP

MANAGEMENT

TEAM LEAD

PERFORMANCE IMPROVEMENT COACH

HR

FINANCE EXECUTIVE

SEO

DIGITAL MARKETING

SOCIAL MEDIA

CONTENT WRITING

CLIENT HANDLING

RISK MANAGEMENT

EDUCATION

Common Proficiency Test (CPT) for Chartered Accountancy ICAI

06/2008 - 12/2008

Kolkata

Marks Obtained

- 107marks/200

B.COM HONOURS

Seth Anandram Jaipuria College under Calcutta University

04/2008 - 06/2011

Kolkata

Percentage

- 73.2%

Class XII (Commerce)

De Nobili School Maithan

05/2006 - 05/2008

Maithan

Percentage

- 87%

Class X

De Nobili School Maithan

05/1995 - 05/2006

Maithan

Percentage

- 63.2%

ACHIEVEMENTS

Featured in 'The CEO Magazine' June 2019 edition
(06/2019 - 06/2019)

THATWARE LLP

CLIENTS HANDLED

OAC DIGITAL (AUSTRALIA)

GRANT LAMBERT (USA)

AMRUTPAL SINGH (CHANDIGARH)

Dr AKLISH JAIN (JAIPUR)

CERTIFICATES

ORIENTATION PROGRAMME ICAI

06/2009 - 06/2009

Kolkata

INTERESTS

Keeping upto date with the latest google updates and algorithms and to learn new skills in the field of social media and digital marketing

HONOR AWARDS

EMPLOYEE OF THE MONTH (05/2021 - 05/2021)

THATWARE LLP

Client appreciation emails

THATWARE LLP