**Address :** 10/45/3, N N Road, Nager Bazar, Kolkata - 700028

**Phone No :** 09836613098

**Email Id :** shilpa1947roy@gmail.com

**LinkedIN** **:** http://in.linkedin.com/pub/shiltu-roy/41/7a0/56a

**Objective:**

Intelligent and efficient Office Executive with proficiency in MS-Office and Internet. Having more than 6 years of experience as a professional and 3.5 years of experience in handling office works and assisting the business administrator in the development and implementation of policies of the company I am currently looking for Office Administration jobs where my professional knowledge and expertise can be utilized to the best.

**Skills:**

* Knowledge of computer environments such as Windows 7, XP
* Knowledge of MS- office
* Experience in working with Internet
* Excellent communication
* Knowledge of maintaining filing systems, making appointments and giving information
* Data Entry Typing speed 25 wpm

**Work Experience:**

**Current Position:**

Operations Officer at **VFS Global (February, 2013 to Present day)**

* **Job Role:**
* Office Administration
* Handling Customer queries
* Documentation for Passport/Visa
* Report generation
* File management

**Previous Jobs**:

1. Back Office Executive at **Third Eye Security Guarding Pvt. Ltd.** **(June 2010 to June’2011)**

* **Job Role**:
  + Writing official letters / mails to clients.
  + Making Quotations
  + Writing reminder letters / acknowledgement & thanking letters.
  + Writing official Memo / General notice.
  + File management

1. Office Assistant in Usha Capacitors Pvt. Ltd. (June 2008 to Dec’2009)
2. Customer Care Executive in Axis Bank, Barrackpore (Jan 08 – June 08)
3. Insurance Advisor at SBI Life (Jan 2006 – Dec 2007)
4. ING Vysya Life Insurance (2005 – 2005)

**Education:**

* Pursuing MBA from Sikkim Manipal University.
* Diploma in Computer Technology & Application from Computer Training Institute, West Bengal State Youth Center
* B.A. from Vidyasagar College for Women [2000]

**Personal Profile:**

Name : Shiltu Roy

Date of Birth : May 31, 1978

Father’s name : Late Nirod Baran Roy

Nationality : Indian

Languages Known : English, Bengali and Hindi

Permanent Address : 10/45/3, N N Road, Nager Bazar, Kolkata - 700028

## Extra Curricular : Learned Bharat Natyam from Kalamandalam

Hobbies & Interests : Dance, Photography, Traveling, Music

## Signature : Shiltu Roy

**Date :**