

CURRICULUM VITAE

NAME : ARADHITA DEY.

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ADDRESS:

Rastraguru Surendra Nath Banerjee road;
P.O and P.S - Ghola ;
DIST: North 24 parganas
PIN - 700111;
West Bengal.

CAREER OBJECTIVES

Aim to be associated with a progressive organization that gives me scope to apply my knowledge and skills along with my hard work and patience, and to be involved as a part of a team that dynamically works towards the growth of the organization.

AREA of INTEREST

- Administration
- Co-ordinator
- Supervisor
- Data Analysis
- Facility/
Production
Manager

PROFESSIONAL EXPERIENCE

Organization: Netscribes (India) Pvt. Ltd

Designation: Senior Associate (E-Commerce)

Job Responsibilities:

- Leading 10-15 agents.
- Communicating with client on daily basis.
- Providing required data to the client.
- Monitoring hourly/daily/weekly targets on productivity and error rate and train team and give feedback to meet project targets.
- Work closely with teams to manage attendance, rostering, log in and log out time Share insights on process improvements with a focus on implementation.
- Escalating the issues related to process.
- Guiding and motivating the team to achieve their targets on daily basis.
- Monitoring the quantitative and qualitative results of each and every individual and the entire team.
- Ensuring both team and client satisfaction. Maintaining equivalent relationship amongst all the team members.
- Allocating the work according to the priority.
- Communicating with the sellers of ecommerce client regarding the quality of the Content sent.

Time Period : From 2nd Feb, 2015 to present.

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FREE LANCE WORK:

Worked as an Event coordinator and event manager of Hi Fashion Conceptual Editorial Photography Workshops.

ACADEMIC QUALIFICATION:

Passed **Madhyamik Examination** under **W.B.B.S.E** board in the year 2005. Passed **Higher Secondary Examination** under **W.B.C.H.S.E** in the year 2007. Passed **B.A** (Honours in English) under **Calcutta University** in the year 2010.
Passed **M.A** in English Literature under **Rbindra Bharati University** in the year 2015.

PROFESSIONAL QUALIFICATION:

Completed **CITA** (Certificate in Information Technology Application) from Youth Computer Training Institute with 75% of marks.

COMPUTER SKILL:

- ❖ **Office Package:** MS WORD, MS EXCEL(Basic), MS POWERPOINT
- ❖ **Operating systems:** windows xp, windows vista, windows 7.
- ❖ **Internet:** well knowledge of internet, specially web, directory, search engine and portal sites.
- ❖ **Typing Speed:** 25 words/minute, Accuracy-80%.

EXTRA CURRICULAR:

- ❖ Junior Diploma in **Rabindra Sangeet** from **Bangiya Sangeet Parishad**, West Bengal, 2002.
- ❖ Junior Diploma in **Painting** from **Bangiya Sangeet Parishad**, West Bengal, 2002.

PERSONAL SKILLS:

Comprehensive problem solving abilities; **Excellent** verbal and written communication skill; **Ability** to deal with people diplomatically; **Willingness** to learn team facilitator, **Hard worker**.

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ACHIEVEMENTS:

- Have been a volunteer social worker, working for the stray animals also volunteering in **PETA** campaign.
- Have been a volunteer teacher in an N.G.O.
- Event organizer in various school and college level events, Photography Workshops and Exhibitions.

PERSONAL PROFILE:

Name: Aradhita Dey.

Father's Name: Aloke Kumar Dey.

Mother's Name: Sikha Dey.

Date Of Birth: 15th August,1989

Nationality: Indian.

Religion: Hindu.

Gender: Female.

Caste: General.

Marital Status: Single.

Languages Known: English, Bengali – Reading, Writing and Speaking. Hindi - Reading and Speaking.

Hobbies & Interests : Internet Surfing

Place: Kolkata