Avik Das

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| Career Objective |

To apply knowledge and skill to the fullest; to learn and gain experience for career enhancement and grow with the company.

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| Work Experience |

* Company Name : ONICRA Credit Rating Agency of India Limited
* Profile : Executive – Operations
* Duration : 8th Sept’14 - 2nd Dec'16
* Key Responsibilities:
* Rigorous verification of financial statements
* Quality assessment of documents required for credit rating
* Coordinating with sales team and credit rating team
* Maintaining and updating internal database and record systems
* Preparation of report on login cases on daily basis
* Follow up on pending documents for completion of cases
* Final credit report checking before Quality Audit

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| **SUMMER INTERNSHIP** |

* **Name of the Company**: - HCL Infosystems Ltd.
* **Project Title**: - A Research on Small and Medium sized Enterprises in IT Sector.
* **Internship Duration**: - 2 months.

**Objectives:**

* + To gather the information regarding IT infrastructure.
  + To know about the awareness towards the product and services of the HCL Infosystems Ltd.

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| EDUCATION / ACADEMICS |

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| Educational Qualification | University/College/School |
| MBA(Marketing) | Punjab Technical University |
| PGDBM | New Delhi Institution of Management |
| B.Com | Heramba Chandra College, Kolkata |
| 12th | St.Francis Xavier School Kolkata |
| 10th | Central Model School Barrackpur |

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| **AREA OF EXPERTISE** |

* Operations
* Document Verification
* Sales Team Handling

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| SKILLS / COMPETENCIES |

Professional

* Data Management & Accuracy
* Effective communication

Personal

* Able to work under pressure, prioritize workload and work to deadlines
* Highly motivated with a positive attitude
* Reliable and Punctual

Computer Skills

* MS Office- Excel, Word, Power Point,Outlook.

Language Skills

* English: Reading, writing and speaking
* Hindi: Reading and speaking
* Bengali: Reading, writing and speaking

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| **HOBBIES** |

* Listening to Music
* Watching Football
* Cooking
* Social networking

Date: ………………..

Signature: …….....