**MAITY SAHA**

[**maitysaha22@gmail.com**](mailto:maitysaha22@gmail.com)

Ph no: +917044627836

**Objective:**

To develop myself as a successful professional and contribute toward an organization's goals by utilizing knowledge and skills and honing them parallel for the challenges ahead.

**Personal Details:**

Date of Birth: 22.09.1988

Father’s Name: Chayan kr Saha

Permanent Address: 35, Adibartya road, konnagar.

Present Address: AC 2, Saltlake city, Sector-1 Kolkata

**Experience Summery:**

**Onex Solutions Pvt ltd**

Sr. Executive (Administration & Customer Support)

Period: July 2015 to present

**Responsibilities**:-

* Providing administrative support to management & conducting interviews.
* Providing online demonstration to client for company services & supervising the admin team for creating product design & contents.
* Creating report that provides informational data support on business activity. Preparing periodical report with the uses of data, graphics, charts, pivot tables etc.
* Answering telephone calls and coordinating to concerning divisions and back, responding to email enquiries from the clients.
* Handling & keeping track of client complaints and allocating them to concerning divisions for rectification.
* Conducting training for new recruits and briefing them with company services.

**Ezy Reach Pvt ltd**

Executive (Administration & Customer Support)

Period: May 2014 to June 2015

**Responsibilities**:-

* Providing administrative support to management, conducting interviews.
* Providing online demonstration to client for company services.
* Assisting with presentations and board meetings and preparing minutes of meeting.
* Reconciliation of invoices and expense reports.
* Responding to email enquiries from the clients.
* Handling & keeping track of client complaints and allocating them to concerning divisions for rectification.
* Making Induction of the new employees to make them aware of the organization policies, procedures, facilitating their interaction with different functional heads of other departments.
* Keeping records of employee's status i.e. Confirmation, Probation etc.
* Maintain Appraisal Details (Half Day, Leave day, late days, productivity, daily work detail etc.) and forwarding it to the HRD for the further procedures.

**UMIKA Study Hub**

Counselor & Coordinator

Period: December 2013 to April 2014

**Responsibilities:**

* Co-ordination with the Teacher and Parents/Students.
* Dealing students demands and queries. Arrange interactive session to make the study process more attractive and revive the student participation
* Faculty in-charge.
* Mentors Parents/Teachers through resolving their queries/Problems.
* Responsible for keeping up of Data Centre Aesthetics.
* Handling Admission/Monthly fee/Transportation fee etc.
* Handling Payment of other Employee
* Administrating Functions.
* Sourcing the resume, conducting telephonic interview for in house as well as client requirement.

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institute** | **University/**  **Board** | **Year of**  **Passing** | **Percentage** |
| MBA | ABC foundation | Sikkim Manipal University | 2013 | 72% |
| B.S.C | Manindra Chandra college | Calcutta University | 2011 | 39.5% |
| Higher Secondary | H. Pauls | West Bengal Council of Higher Secondary Education | 2006 | 71.2% |
| Secondary | H. Pauls | West Bengal Board of Secondary Education | 2004 | 72% |

**Computer Skills:**

# CITA from WB Youth Computer Training Centre (MS Office,Power Point,Advance Excel-Vlookup, Hlookup, Pivot Table e.t.c)

**Skill sets:**

* Adaptability
* Empathy
* Flexibility
* Interpersonal skill.

**Extra-curricular Activities:**

* Regular participation in inter-school science competitions.
* Organizing cultural events at school and college.