

Anwesha Roy

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OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

ACADEMIC QUALIFICATIONS

Course	Institution	Board/University	Year of Completion	Percentage
Bachelor of Technology (B.Tech) (CSE)	Seacom Engineering College, Howrah	Maulana Abul Kalam Azad University of Technology, West Bengal	2016	73.70
Class 12 th	St. Joseph & Mary's School, Kolkata	Indian School Certificate (ISC)	2012	64.00
Class 10 th	Lycee, Kolkata	Indian Certificate of Secondary Education (ICSE)	2010	67.57

PROFESSIONAL STRENGTHS

Quick learner and ability to work in a team | Ability to work under pressure | Enthusiastic and open to new ideas | Communication skills | Ability to multi-task

WORK EXPERIENCE

Company Name	Position	Duties / Responsibilities	Year
SMC 360	Junior Executive	Customer – Service Executive: Interacting with existing and new clients both face – to – face and over phone. Understanding their needs, convincing them for more new works, delivering work on time and exactly the way they want. Back Office Operations: Responsibilities at SMC 360 include coordination of all the ongoing projects, handling the entire designing unit under the supervision of Vice-President, preparing Release Orders for various newspaper advertisements, preparing discounted rates and quotations for clients and preparing invoices.	August 2017 - March 2020

CLIENTS I MANAGED

Sector	Client
Banking	State Bank of India Canara Bank Bank of Maharashtra
Pharmaceutical	Kontest Chemicals Ltd Stadmed Pvt Ltd Eskag Pharma Pvt Ltd Emcee Pharmaceuticals Pvt Ltd East India Pharmaceutical Works Ltd Kumayun Drugs Pvt Ltd Union Drug Company Ltd
Education	National High School Calcutta Institute of Engineering & Management Dinabandhu Andrews Institute of Technology & Management

TECHNICAL PROFICIENCY

Microsoft Office Suite

PERSONAL DETAILS

Date of Birth: 3rd May, 1993

Gender: Female

Languages Known: English, Bengali, Hindi and French (Beginner's Level)

DECLARATION

I, Anwesha Roy do hereby confirm that the information given above is true to the best of my knowledge.

Date:

Anwesha Roy