

## CURRICULUM VITAE

SUDIPTA BANERJEE

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### Summary of Skills

- Extensive knowledge of communication skill.
- Live Experience of Handling Customer issues.
- Experience in Customer Service.
- Good knowledge in computer applications.
- B.Com (Management Hons.) from Gauhati University.
- Quick learner.
- Ability to ensure and render proper knowledge and information.
- Ability to maintain work adherence and discipline in workplace.

### OBJECTIVE

To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

### PROFILE

- Rich Experience of Customer Handling.
- Ability to impart education appropriately.
- Evaluate students by taking test and encouraging them with rewards.
- Fluent in English, Hindi, Bengali and Assamese,
- Ability to maintain workplace decor with discipline.
- Computer Basics skill.
- Microsoft Office (Word, PowerPoint, Excel)
- Well versed with internet.

## WORK EXPERIENCE

- **EXOTICA DEVELOPERS**  
**Executive Assistant to Managing Director, Nov-2021-Present**  
**Dept:** - Operations & Administration, Finance Liaisoning, Group Company Communications, Real Estate.  
**Responsibility:** Managing & Communicating in between the Group Companies of Director, Finance Procurement & Allocation, Prepare internal and external corporate documents for team members and industry partners, Uphold a strict level of confidentiality.
- **TECH Mahindra**  
**Customer Support Associate, (Contractual), June-2021-Sept 2021**  
**Process:** Mynta  
**Responsibility:-** Providing Support through Voice Process to customer queries and requests.
- **ASSAM PETROLEUM LIMITED**  
**Executive Assistant to Managing Director - December 2018 to May, 2021**  
**Dept:** - Operations & Administration, Client Retention, Customer Service.  
**Responsibility:** - **1.** Managing and communicating within internal departments and vendors of ongoing projects, liaisoning with Govt. Clients & maintain good customer service. **2.** Oversee, co- ordinate and schedule the activities of workers who operates within the internal departments, including Customer Service & Operations. **3.** Improve function and reliability of facility systems and associated equipment by studying performance results. **4.** Identify the problems, conduct preventive maintenance, recommend solutions to any troubleshoot. **5.** Prepare and submit daily maintenance reports for management. **6.** Contribute to the development of maintenance budget and ensure compliance.
- **MANAB SEWA SANGHA**  
**Admin cum Project Manager – June 2015 to February 2018**  
**Dept:** - Vocational Training  
**Responsibility:** - Handling and implementing Vocational Training Projects in rural regions of the state.

## EDUCATIONAL QUALIFICATION

Degree	Year	Institute/ University	Percentage
B.Com	2017	Gauhati University	55.10 %
Higher Secondary	2014	K .V Narangi, Guwahati (Assam)	56.80 %
H.S.L.C	2010	K .V Narangi, Guwahati (Assam)	74.10 %

## ADDITIONAL QUALIFICATION

- Diploma in Photography
- Diploma in Computer Applications.

## PERSONAL DETAILS

**Father's Name** : Ranjit Banerjee  
**Mother's Name** : Rina Banerjee  
**Date of Birth** : 28th July 1994  
**Gender** : Male  
**Marital Status** : Married  
**Languages Known** : English, Hindi, Bengali and Assamese.  
**Hobbies** : Photography

### DECLARATION:

I hereby confirm that the above written particulars are true to best of my knowledge and belief.

Date: 01/04/2022



Signature