

# RESUME



## TANAYA MAJUMDER

Cell:7686842700 / 9123301797

E-mail:[tinamajumder1990@gmail.com](mailto:tinamajumder1990@gmail.com)

### Work Experience

- Working as Data Entry Operator at The Electro Medical and Allied Industries Ltd. Since January 2013.
- Worked as Customer Care Executive at Maruti Suzuki Premier Car World from January 2012 to December 2012.

### Responsibilities Handled

- Performing as an office assistant
- Dealing with the business operations of the company.
- Carrying out research and managing projects.
- Preparation of Tender (Evaluation, Tender Opening, Making Corrigendum, Uploading AOC)
- Efficient maintenance of E-filing
- Handling letter drafting, reports, and correspondence
- Assist the front office team and help the stock control
- Performing admin duties including printing, sending emails to vendors for payment and work order related matters and ordering office supplies items.
- Assist the HR department to process the joining of employees
- Assisting and supporting management.
- Efficient in multi-tasking works

### Personal Qualities

- Ability to work independently both with minimal supervision as well as in a team.
- Flexible and adaptive, Quick decision making.
- Fast Typing, Good Listener, Hard Worker, Good Communication Skill and Comprehensive problem solving ability.

## Computer Knowledge

- Well versed with MSExcel, MS Office including MS Word, MS PowerPoint.
- Well versed in Mailing, Web search, Basic and Fundamental Computer Knowledge.

## Educational Background

- BA (Journalism and Mass Communication Hons.) under Calcutta University with 48% marks in 2012.
- HSC from WBCHSE with 61.75% marks in 2009.
- SSC from WBBSE with 63.25% marks in 2007.

## Certifications

- Certification course in Computer Application

## Personal Details

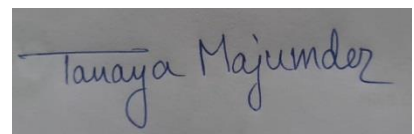
**Date of Birth:** 30<sup>th</sup> October 1990

**Languages:** Bengali, English, Hindi.

**Address:** 32/2/B/1, Attapara Lane, P.O- Sinthee, P.S- Baranagar, Kolkata- 700050

## Declaration

I, hereby ,declare that the above-furnished details are true to the best of my knowledge and belief.



Date:

Signature