



PAYEL DAS
Customer Dealing Executive

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9073618280 📞

3C/1 PICNIC GARDEN 3RD LANE, KOLKATA, INDIA 📍

EDUCATION

MADHYAMIK

BELTALA GIRLS HIGH SCHOOL

2007 – 2013

Courses

– CLASS V - X

HIGHER SECONDARY

JODHPUR PARK GIRLS HIGH SCHOOL

2013 – 2015

Courses

– CLASS XI - XII

PURSUING GRADUATION

JOGOMAYA DEVI COLLEGE

2015 – Present

Courses

– B.COM ACCOUNTANCY
HONOURS

WORK EXPERIENCE

CUSTOMER DEALING EXECUTIVE , FRONT DESK EXECUTIVE , DATA ENTRY CITI BANK

01/2016 – 05/2019

kolkata

Achievements/Tasks

– Dealing with customer's problem , Front office executive
, Data entry in excel .

Contact: Sweta Margaret Saha – 8617791043

SKILLS

MS EXCEL

MS WORD

Customer Dealing

Front Desk Handling

CERTIFICATES

INFORMATION TECHNOLOGY APPLICATION
(04/2013 – 09/2013)

YOUTH COMPUTER TRAINING CENTER - UNDER WEST BENGAL
STATE GOVERNMENT

LANGUAGES

English

Full Professional Proficiency

Bengali

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Team work

New Projects

Challenging situation to handle