


CURRICULUM-VITAE


Somitro Bhattacharya


Back Office Executive

Looking to obtain a position in a leading organization where I am able to apply the skills earned through my working experiences. I firmly believe in the principle of implementing my duties with dedication and determination. I am looking for good career growth opportunities where my talent and knowledge could be best subjected and utilized for the benefits of the organization and myself.

• Contact

 366, Teliwara, Shahdara,
Delhi-110032

 8920533507

 somiseo83@gmail.com

• Skills

Basic Knowledge Of Internet.

Typing Speed: 50 - 55 W.P.M.

Worked on Outlook, AS400, Relativity

• Language Known

English, Hindi and Bengali

• Work History

Unitedlex Bpo Pvt. Ltd. (2020 - 2025)

- ▶ Worked as a document reviewer in privacy breach matter.
 - To review the documents for any personal identity information and personal health information present in the document or not and to inform the same to the client by updating it on relativity tool (client side tool)

ELI Research India Pvt. Ltd. (2016 - 2020)

- ▶ Worked as a back office administrator in collections process.
 - To solve customer queries via email and to provide appropriate information or to work as a mediator between Client and operation/admin team.

Concentrix India Pvt. Ltd. (2013 - 2015).

- ▶ Worked as a seller support executive in Amazon feedback removal process.
 - To provide solution to the sellers via chat/email.

Pie Xsys Technologies (2010 - 2013).

- ▶ Worked as a Computer Operator in website promotion matter.
 - To work as per client requirement on website promotion (offpage optimization).

• Education

- ▶ B.Sc. (IT) from Punjab Technical University (2010).
- ▶ Graduate in Bachelor of Arts (B.A.) from Delhi University (2008).
- ▶ Senior Secondary (12th) from C.B.S.E. Kendriya Vidyalaya, Shalimar Bagh, Delhi.
- ▶ Secondary (10th) from C.B.S.E., Kendriya Vidyalaya, Shalimar Bagh Delhi.

• STRENGTHS

- ▶ Quick Learner.
- ▶ Positive thinking.
- ▶ Punctuality.
- ▶ Hard-Working.
- ▶ Co-Operative.
- ▶ Team Worker.

• INTEREST AND HOBBIES

- ▶ Net Surfing and Listening to Music
- ▶ Sketching
- ▶ Cycling
- ▶ Yoga

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PERSONAL PROFILE

Father's Name : Shri. D.K. Bhattacharya

Mother's Name : Smt. Baby. Bhattacharya

DOB : 23rd September, 1983

Sex. : Male

Marital Status : Married

Nationality : Indian