

CLINTON ROSS

AIR VIEW APARTMENT
FLAT NO. 14, 4TH FLOOR 38, ITALGACHA ROAD
DUM DUM, KOLKATA – 700028
WEST BENGAL, INDIA
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To develop career based knowledge and personality every moment for career growth and at the same time for the development of the organization with sincere and hard work and dedication.

Academic Qualifications :

Examinations	Board/Council/University	Division/Grade	Year of Passing
Bachelor of Arts	St. Xavier's College, Kolkata	55% / 2 nd Div	2021
I.S.C.	C.I.S.C.E Julien Day School Kalyani, West Bengal	63% / 1 st Div	2017
I.C.S.E.	C.I.S.C.E Julien Day School Kalyani, West Bengal	56% / 2 nd Div	2015

Work Experience :

Currently working for **Tata Consultancy Services**, Kolkata as an Information Processing Specialist since 8th February 2023.

Job Role – Customer Service - Responding to incoming emails from Customers, Billing Accounts, Creating new Accounts, Handling complaints, resolving queries, Changing Tariffs as per Customers Choice and responding to all other different types of queries as per Customer requirements.

Worked for **RedoQ Limited (Dine Order)** as 'Team Leader – Sales' from 9th August 2021 to 30th November 2022. Joined as a Sales Executive and got a promotion after two months as 'Team Leader – Sales'.

Job Role – In-charge of Team to achieve their sales target and also dealing with clients in the UK and giving them customer support and solving their issues. Got the Best Employee Award for June'22.

Key Skills :

- Excellent communication skill with fluency in spoken English.
- Excellent command over comprehension.
- Responsible towards work.
- Creative ideas for new tasks.
- Good presentation skills.

Strengths :

- Logical and systematic in approach.
- Effective participation in-group activities.
- Able to undertake long term and stressfully working hours.
- Ready for new challenges.
- Possess Positive attitude.
- Self-motivated and directed.
- Patience
- Quick Learner

Achievements :

- Was the Games Captain of Green House – Academic Year 2015-2016. Was the House Captain of Green House – Academic Year 2016-2017.
- Was the 2nd Runners Up for my school Master and Miss JDS Ramp Walk in 2016 (Bengali Bridegroom).
- Received many Awards for Basket Ball Tournaments held in school. (Best Player, Highest Scorer). Got the most promising player award for the first Inter Parish Basketball Tournament I participated in.
- Was a winner for talent contests held in school. (English Vocals)
- Captained St. Xavier's College Intra-Department Basketball Tournament 2018-2019 and was the winning team.

Extra-Curricular Activities :

- Participated in Basketball Tournaments. (School and College)
- Participated in Cricket Tournaments. (School and College)
- Participated in Football Tournaments. (School and College)

Hobbies / Other Interests :

- Singing
- Listening to music
- Cooking

Personal Details

Name	:	Clinton Ross
Date of Birth	:	20.09.1994
Father's Name	:	Carlton Ross
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Roman Catholic
Languages Known	:	English / Hindi / Bengali
Passport Details	:	No. : S7855233
		Issue Date : 23/10/2018
		Expiry Date : 22/10/2028

I hereby declare that all the particulars mentioned above are true to the best of my knowledge

CLINTON ROSS