

# **CURRICULUM VITAE**

## **DEBASISH ROY**

**DUBAI, U.A.E**

Email: [royd969@gmail.com](mailto:royd969@gmail.com)

Mob: +971 581546267 / +971 529869814



### **OBJECTIVES**

A position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

### **WORK EXPERIENCE**

❖ Position : **Office Administrator** (Customer Service)  
Organization : Tata Consultancy Services PVT LTD  
Location : KOLKATA, INDIA  
Period : 20<sup>th</sup> April 2015 to till the date(06 Years and 07 Months)

#### **Duties:**

- ✓ Meet quality service standards and comply with procedures, rules and regulations.
- ✓ Office maintenance, Cab management related works.
- ✓ Always meet individual target levels.
- ✓ Meet internal process metrics as defined.
- ✓ Adhere to audit compliance.
- ✓ Adhere security practices set by organization.
- ✓ Day to Day report consolidations and make Client interaction records.
- ✓ Provide training and floor support to new associates.
- ✓ Provide Customer Service through Call, Chat, Email and update the interaction on SAP CRM.

### **EDUCATIONAL BACKGROUND**

- Graduate in BCOM marketing (2014)  
West Bengal State University

### **PERSONAL DETAILS**

Nationality	:	India
Father Name	:	DEBENDRA NATH ROY
Date of birth	:	20-OCT-1993
Sex	:	Male
Religion	:	Hindu
Marital status	:	Unmarried
Language	:	English, Hindi, and Bangla
Visa Status	:	Visit
Passport No	:	R5498802
Date of Expired	:	17-10-2027
Place of Issue	:	Kolkata

### **CONCLUSION AND DECLARATION**

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

**DEBASISH ROY**