

Arpita Paul

OBJECTIVE

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills and knowledge.




EXPERIENCE

Front Office Manager Saraighat Hyundai Pvt Ltd	September 2021 - Currently working
<ul style="list-style-type: none">Receiving customer, opening repair order & allocation service advisors.Resolved customer complaints professionally, maintaining positive relationships with customers & taking feedback from customer for overall work.Preparing estimate invoices for the work. after service ready bill invoice.Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.Prepare proper report in Excel regularly & maintain parameter areas.	

EDUCATION

HSLC (Matriculation) SEBA 54%	2016
Higher Secondary AHSEC 65%	2018
Graduate in Political Science Guwahati University 7.19 CGPA	2021

CONTACT

 West kamakhya colony near sitala temple,
Pandu, Maligaon Ghy-781012
 6002449524
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PERSONAL DETAILS

Date of Birth : 09/03/2000
Marital Status : Unmarried
Gender : Female

SKILLS

Leadership & Management skills
● ● ● ● ●
Communication skill
● ● ● ● ●
MS excel, Vlookup, Hlookup, Pivot table
● ● ● ● ●
Self confident, Hard working , Quick learner
& handling pressure.
● ● ● ● ●

LANGUAGES

Hindi, Bengali, Assamese & English

ACTIVITIES

Joined Civil defence volunteer & NCC cadets
2018 & Government of India Ministry of
Youth & Affairs Program - Volunteer of North
East NSS Festival, Arunachal Pradesh 2019.