**CV No 1944288**

**ARBIND DEY**

## Accomplished, achievement driven and result oriented Science graduate and business management student, aimed for

## assignments in Executive/ Executive assistant/ Office Administration / General Administration / Research Analyst/ Operation executive/Quality Control with a leading Organization of repute, preferable in Mumbai/ Dubai/ UAE / Canada.

## Objective

I am looking for a position where I can use my knowledge to serve the organization and evolve continuously through learning.

#### PROFILE SUMMARY

* **MBA** (Operation Management) and **B.Sc**. Science graduate with **3** Years **8** Months of experience in Mobile Telecommunication Industry and Packers and Movers Industry.
* Proficient in handling the activities in coordination with the internal / external departments for smooth business operations.
* Capable of handling back-office operations and setting process with key focus on improving business function.
* Resourceful at maintaining relationship with stakeholders to achieve quality service norms by resolving their service related critical issues.
* Deft in handling overall functioning of processes & implementing processes in line with the guidelines.
* Sound knowledge of handling the back-end operations and other general administration activities of the organization.
* Deft in coordinating activities as appropriate & preparing internal reports for management.
* Sound knowledge of preparing MIS reports and sending it to the concerned teams within specific time.

#### CORE COMPETENCIES

* Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.
* Ensuring smooth operations at all times and maintaining proper decorum & discipline by following the modified policies & procedures.
* Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
* Monitoring/coordinating activities as appropriate and preparing internal reports.
* Capable of gathering / updating data to maintain records and databases.
* Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence.
* Proficient in smooth processing of all back-end operations.
* Ability to work well with all levels of internal management and staff, outside clients and vendors.

#### ORGANIZATIONAL EXPERIENCE

Since **June’14**: **Executive**

**Role:**

* Responsible for EMF related activities like up-gradation of tenancy GSM, UMTS and LTT and also new site roll out into the network.
* Responsible for DOT related activities like applying application for SACFA (GSM/ MW/LTT) for new 2G/3G/4G rollout in the networks.
* Tracking of vendors’ survey and NEP upload status on daily basis.
* Responsible for preparation of Error free integration data also keep tracking of SACFA application in Govt. DOT website for acquiring status.
* Keep regular updating of Database of EMF whenever a new site is on air and also retrieval of data whenever needed.
* Drive Coordinate with internal employees and external employees and legal departments for EMF related activities.
* Complete assigned tasks on schedule without delay to deliver outputs to end user (Department Of Telecommunication) including data collection, data correction.
* Maintaining the reports of compliance and non-compliance sites by coordinating with others departments.
* Maintains operations by following policies and procedures; reporting needed changes, deal with incoming email, post or other correspondence as required.
* Extracting data & information from multiple number of reports and preparing a master data file as per requirements using VBA application (automation using excel macro).
* Secures information by completing data base backups.

**Nov’12** - **Feb’14**: **PN Writer Pvt. Ltd**, Kolkata (India) as back office **Data Operator**

**Role:**

* Accurate, interpretation, compilation, analysis and entering of data in the computer system.
* Storing correct information in the desired database location.
* Verifies entered customer and accounts data reviewing, correcting, deleting or re-entering data. Combining file from both systems when account information is incomplete; Purging file to eliminate duplication of data.
* Maintaining additional responsibilities including data-backup, regular updating and retrieval of data as per requirement.
* Maintain confidentiality regarding the information being deals with.

**EDUCATION**

* **MBA** in **Operation Management** from Sikkim Manipal University(SMU) (2014-2016)
* **Bachelor of Science** from Calcutta University ( 2009-2012)
* Higher Secondary(XII) from G.B. Memorial Institution, Kolkata, W.B.C.H.S.E. in 2009
* Board Examination(X) from G.B. Memorial Institution, Kolkata, W.B.B.S.E. in 2007

**ADDITIONAL QUALIFICATION**

* Advance **Diploma** in Computer Information Technology (ADITA) from Sakuntala Youth Computer Training Centre (SYCTC), West Bengal Govt. Board in 2010- 2012 (Duration-18 Months Training)
* Successfully achieved a **certificate** on Spoken English Training Course (Duration-6 Months) from Brainware Institute, Behala (Kolkata).

**IT SKILLS**

Operating System : Windows xp, 7, 10.

Package : Microsoft Office (Word, **Excel**, **PowerPoint** and MS-Access, **Outlooks**) and Internet application.

Computer Program : **VBA** application (Macro).

**PERSONAL DETAILS**

Date of Birth: 04th June, 1990

Languages Known: English, Hindi and Bengali.

Nationality: Indian

Marital Status: Unmarried

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| **ARBIND DEY – CV No 1944288**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |