

ARGHYA DEY

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CAREER FOCUS:

To generate interesting, exciting, and productive ideas using my skills that could contribute to organizational growth and simultaneously further develop my skills. Seeking a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

JOB EXPERIENCE:

- **Tech Mahindra** as Bengali Process Associate (April 2023 - Pursuing)
- **Knowledgeworks Innovative Linguistic Solutions Pvt. Ltd.** (April 2021- April 2023) worked as Bengali Linguist
- **NSO (National Statistical Office)** (November 2019 – July 2020) Worked as a Field Inspector.
- **Newzpole** (Freelancing)
Wrote articles in entertainment, and social genres.
- **AJ Solutions** (Freelancing) Worked as a transcriptionist.

CORE QUALIFICATIONS:

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce the best result in a pressure situation.
- Good communication skills.
- Excellent writing and verbal skills.
- Strong interpersonal skills – Ability to communicate with co-workers and clients.
- Ability to work as an individual as well as in a group.
- Strong problem-solving ability.

EDUCATIONAL BACKGROUND:

2013	Bachelor of Arts in Bengali with 74.62% E.I.I.L.M University, Kolkata
2008	Higher Secondary with 55.25% Rahara Ramakrishna Mission Boys' Home High School, West Bengal
2006	Secondary Level with 75.25% Rahara Ramakrishna Mission Boys' Home High School, West Bengal

TECHNICAL SKILLS:

- Diploma in Basic Computer Certification course
- Microsoft Office (Word, Excel, PowerPoint)
- Have a brief knowledge of transcription in The FTW Transcriber software
- Have a brief knowledge of CAT Tools, Google Docs, ATMS
- Worked in Prabandhak, Embibe
- Have a brief knowledge of SEO, SEM, WordPress, Email and Social Media Marketing, Google Analytics with Google Ads/Adwords
- Completed a **Certificate Course on Digital Marketing Skill Program** from [udemy.com](https://www.udemy.com). (August,2022)

INTERESTS:

- Creative Writing
- Listening Music
- Travelling

PERSONAL DETAILS:

- **DOB:** December 21, 1990
- **SEX:** Male
- **CIVIL STATUS:** Single
- **NATIONALITY:** Indian
- **LANGUAGES KNOWN:** English, Bengali, Hindi

Date:


