CURRICULUM VITAE

**PERSONAL DETAILS - PARTHA PRATIM BORKOTOKY**

Residential Address: Betioni Kakoti Gaon, Pin: 785622, Golaghat, Assam

Mobile: +916000646626

Email: parthaborkotoky33@gmail.com

Date of Birth: 5 October 1986

Nationality: Indian

**CAREER OBJECTIVE**

To expand skills and experience within the company or association.

**EDUCATION HISTORY**

May 2004 – May 2007 **Gauhati University**

*B.A. (English) 1st Class*

April 2002 – April 2004 **JNV Golaghat**

*A.I.S.S.C.E. (Science) 69.6%*

April 1997 – April 2002 **JNV Golaghat**

*A.I.S.S.E. 86.2%*

**WORK EXPERIENCE**

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| --- | --- |
| May 2008 – Nov 2012 | **Bluedart,** Kolkata  Executive  Responsibilities:   * Handling B2B clients. * Addressing and resolving technical issues on chats and email. |
| Jan 2013 – Dec 2014 | **Wipro Limited**,Kolkata  **http://www.wipro.com**  *Associate*  Responsibilities:   * Handling B2B clients. * Addressing and resolving technical issues on chats and email. * Co-ordinating with onshore and offshore partners. |
| Feb 2014 – Oct 2016 | **Ajeevika Skills,** Guwahati  Project Coordinator  Responsibilities:   * Handling influx and management of trainees. * Placement of trainees. |
| Jan 2017 - Present | **Freelancing**  Performed Roles:   * Translation * Transcription * Data Survey |

**OTHER SKILLS**

**Computer Skills:**

* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
* Microsoft Office Document Imaging and Scanning - Advanced
* Acrobat Reader 6.0 – Intermediate
* Fidelio Front Office Systems 6.02 – Beginner
* Programming with C, C++, C#, Java, HTML and XML.
* Developing software in .NET platform.
* Microsoft SQL Server.
* Microsoft Visual Studio.

**Language Skills:**

* Assamese - Mother Tongue
* English- reading and writing skills
* Hindi- reading and writing skills
* Bengali- reading and writing skills

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team
* High grasping power with a focused mind

**INTERESTS AND ACTIVITIES**

* Creative Writing, Poetry, Badminton, Chess, Site Seeing etc.

**PERSONAL DECLARATION**

I hereby declare that the above cited details are true to the best of my knowledge.

Guwahati

Partha Pratim Borkotoky