Tapas Basu

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***Education:***

* 1991- 10th Biswambhar Bidyapitha, Puri. B.S.E Orissa
* 1993- 10+2 S.C.S College Puri, H.S.E. Orissa
* 1996- B.Com Dhenkanal Govt. College, Utkal University, Orissa

***Technical Education:***

 DISM (Diploma in Information System Management) from APTECH, Dhenkanal, Orissa. 1998

***Work Experiences:***

1. **Sarthak Music Pvt Ltd, Cuttack, Orissa,**

**As System Administrator / Web Developer.** March 2009 – till date

1. **Firstsource India Pvt Ltd,(Bangalore )**

**As customer care team leader insurance claim process**. January 2007-June 2007

1. **E-Cosmo India Pvt. Ltd. (Bangalore) – February 2006-November 2006**

**As Sr executive Dr medical support process**

1. **Teamelease India Pvt. Ltd. (Bangalore) – January 2005-January 2006**

**As a process associate on AP process. Client was iGATE**

1. **DTS information systems Pvt. Ltd. (Bangalore)** – November 2003 - October 2004

As technical support and process coordinator. Catering 80 medical transcriptionists

***Language: Spoken*** English, Hindi, Bengali, and Oriya

***Language reading*** English, Hindi, Bengali, and Oriya

***Language Writing*** English, Bengali, and Oriya

***Freelancing experience:***

***Translation, transcription, transliteration***

Language pair – English to Bengali and Oriya and vice versa

Bengali to English

Oriya to English

Bengali to Oriya and vice versa

***Domain expertise:***

Literature, Agriculture, Law, IT, Medical and others

**Experience – working freelancer since 2008**

***Translation, transcription, transliteration done for more than 4 lac+ words in various domain.***

***Rate – Reasonable and negotiable***