



PROFILE

To pursue a challenging career in sales & service industry.

To work with intelligent people and bring out hidden qualities within me.

Hard-working as computer operator with strong organizational skills. Achieves company goals through exceptional planning and prioritization.

Committed manager with exceptional leadership, organizational skills and communication abilities leads high-performing cross-functional teams. Leads projects, company operations and business growth. Customer-oriented customer care executive with strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

CONTACT

📍 Shantipur, West Bengal 741404

📞 9614707071

✉️ i4u.ujjwalpao@gmail.com

🚗 WB51 2013 0048429

in <https://www.linkedin.com/in/ujjwal-biswas-ub>

HOBBIES

Playing DOTARA

Singing and listening to music

Photography

Making friend & love to visit new place

UJJWAL BISWAS

MIS EXECUTIVE & COMPUTER OPERATOR

EDUCATION

Santipur Municipal High School

Year of Passing 2004 Board/University W.B.B.S.E

Percentage Of Marks 74.12 %

NSOU Graduated

N.S.O.U from Santipur college (G-04)

Percentage Of Marks 58.00 %

WORK EXPERIENCE

Mahindra and Mahindra Ltd. MIS executive

Jul 2009–till now

Oversaw timely and accurate generation of critical financial reports.

Assisted in the design of MIS systems, ensuring user-friendly interfaces.

To listen customer's complaints, service request as well as commissioning request, issuing docket no and forward it to dealer as per their areas (complaints, service request & commissioning request) are solved or not within SLA.

Purba Gift Centre Mobile Shop Sales promoter

Jan 2020–May 2021

Mobile Phone salesperson (Lenovo Moto, Redmi, Realme and LG smartphone)

Demonstrated flexibility by promoting a range of products across different sectors.

Ultratech Solutions pvt. ldt. Customer service manager

Jan 2019–Dec 2019

Raised company reputation with high-quality customer care.

Managed challenging situations to ensure customer satisfaction.

SKILLS

SKILLS

- Excel proficiency
- Good knowledge of Microsoft Office, especially excel and word features.
- Portal handle
- Data protection
- Project Management
- Strategic thinking
- Effective communication

LANGUAGES

English

Intermediate