

CONTACT

Phone

08013705613

Email

linpap@gmail.com

Address

91A/34 B.L.Saha Road, Kolkata,
West Bengal, 700053

SKILLS

Examples of Interpersonal Skills •
Attentiveness • Courteous •
Customer Satisfaction • Customer
Service • Dependability • Friendly •
High Energy • Interpersonal •
Outgoing • People Skills • Positive
Attitude

soumyajit sarkar

ADMINISTRATIVE ASSISTANCE

PROFILE

Hard-working professional with strong office and administrative experience. Leverages excellent organizational and communication skills to support business operations efficiently.

AVAILABILITY

- Monday to Friday: from 3pm
- Weekend: full time