

## 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