RIJIT HOLM RO Y

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**Summary:**

A professional with 14+ yrs. experience in corporate industry. Seeking a position to utilize my skills and abilities in the company/firm that offers professional growth while being resourceful, innovative and flexible. I am a self-driven optimistic professional striving for new challenges and believe in delivering consistent results. I believe in discipline and decorum as a key to success.

**Skills:**

* Good analytical ability
* Comfortable with Computer and IT Tools
* Good communication skills,
* Smart and dedicated worker.

**Strength: -**

* Quick Learner.
* Loyal and Disciplined.
* Polite and Patience
* Honest and Confident.

**Professional Summary:**



**Tata Consultancy Services (Mar 2013 to Feb 2024)**

**Roles and Responsibilities – Senior Process Associate (Analyst)**

* In charge of System Testing Team.
* Testing of Life and Pension products / policies of a UK based Insurance company.
* Writing Test cases and understanding the testing requirements.
* Perform system/ sanity testing on Life & Pension policies.
* Performing positive and negative testing using various applications.
* Meeting Testing Target as per SLA.
* Performing of Black Box testing through agile process.
* Fining of defects an forwarding to Build/ Development Team for fixing the issues.
* Training New Hires on Process, Updates & develop their understanding on the complexities.
* Mentoring and providing Support to associates.
* Error Analysis & Feedback on Quality to new hired.
* Maintaining client database.
* Follow ups on requests.
* Email management.

**Achievements:**

* Best Performer Award of the Month & Quarter.
* Best Testing Team Award.

**International Business Machine (IBM) (July 2012 to Dec 2012)** 

**Roles and Responsibilities – Practitioner**

* Worked for Retail Banking Process- Canadian Imperial Bank of Commerce (CIBC).
* Checking monetary entries and accuracy made by the Teller.
* Reporting any deficiency issues to the Team Lead.

**Achievements:**

* Part of the Pilot Batch on retail banking platform.

**Aargee Staffing Services (June 2011 to June 2012)** 

**Roles and Responsibilities – Business Associate**

* Training and mentoring new hires on telecom products.

**Kochar Infotech Pvt. Ltd. (July 2012 to Dec 2012)** 

**Roles and Responsibilities – Training Coordinator**

* In charge of training the new recruits and mentoring them on various Telecom products.

**Computer Proficiency:**

* **Operating Systems**: Windows XP, 7, 10, 11
* **Applications**: Microsoft Office

**Academics:**

* Graduation in B.com (Accountancy Hons.)- 2008.
* ISC (Commerce)- 2005.
* ICSE - 2003

**Personal Profile: -**

* Gender :Male
* Marital status : Married
* Nationality : Indian
* Language Proficiency : Hindi, English and Bengali
* Present Address : GL Arpina, 184 K.C. Dutta Road, Kolkata-700149.
* Permanent Address : Chuapara Tea Estate, P.O- Kalchini, Dist- Alipurduar, Pin-735217.

**Declaration:**

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Kolkata

Date: **(Arijit Holm Roy)**