



Arpan Sarkar

Date of birth: 11/08/1992

Nationality: Indian

Gender: Male

CONTACT

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ABOUT ME

A dedicated professional with over 7 years of experience in admin, document verification and debt recovery. Ability to work under pressure in a fast-paced, time sensitive environment. Self-motivated, enthusiastic, and committed to professional excellence. Multifaceted, person with decision-making ability and sharp analytical mind-set. Looking for a challenging position in growth-oriented company, where I can use my extensive professional experience to help the company grow and achieve its targets.

WORK EXPERIENCE

02/05/2017 – 18/05/2018 Kolkata, India

Administrative Assistant Tata Consultancy Services

Worked as Administrative Assistant at Tata Consultancy Services, From May 2017 to May 2018, I managed coordination; Handled schedules, documents, and client communication, Ensured smooth operations with attention and dedication.

21/05/2018 – 26/07/2019 Kolkata, India

Document Verification Specialist Tata Consultancy Services

In Document Verification at Tata Consultancy Services, I excelled, From May 2018 to July 2019, detail-oriented I upheld; Ensuring accuracy and efficiency every day, Bringing dedication and focus in every way.

29/07/2019 – CURRENT Kolkata, India

Debt Recovery Specialist Tata Consultancy Services

In the role of Experienced Debt Recovery Specialist at Tata Consultancy Services, I excelled by connecting with clients over phone call since July 2019, Patiently facilitating debt repayments, Overcoming challenges with care and finesse

EDUCATION AND TRAINING

2008 Kolkata, India

Madhyamik WBBHSE

2010 Kolkata, India

Higher Secondary WBCHSE

2013 Kolkata, India

B.A. (Arts) West Bengal State University

LANGUAGE SKILLS

MOTHER TONGUE(S): Bengali

OTHER LANGUAGE(S): Hindi | English

HOBBIES AND INTERESTS

Swimming and Bike Riding

As a dedicated professional with a passion for continuous improvement, I have successfully managed diverse projects and led cross-functional teams to achieve organizational goals. My analytical skills and strategic thinking have been instrumental in driving efficiency and innovation. Outside of work, I enjoy swimming and bike riding, which keep me disciplined, focused, and energized, qualities I bring to my professional endeavors.