

Sayan Chatterjee

Objective:

In quest of a better growth and responsibilities with a professionally managed organization which can provide a high quality of work through open opportunities and challenges for a meaningful career and provide job satisfaction and professional development and advancement.

Career Overview:

6 (Six years) of total experience in Customer Support, Translation, Proofreading, copy writing, etc. I have worked with international clients from United States Of America, United kingdom and Australia like Chat, email and Phone Support, Legal, General, Agricultural and medical related Translation services for the language group off English and Bengali as well as have done Google Seo.

Recent Projects:

- ❖ Handling customer Support for a company specializing in garments via Chat and Email also coordination with the respective suppliers for the company and meeting the deadlines for the company.
- ❖ Translation project for TVS WEGO
- ❖ Legal Translation project for a UK client on child custody
- ❖ Translation on Agricultural Fertilizers,
- ❖ Translation on an Optical surgery in Bangladesh

- ❖ Presently working from in house virtual office as a freelancer with international clients.

System Proficiencies:

- 🕒 Ample knowledge of MS Office packages.
- 🕒 Have functional knowledge about various software and legacy systems.
- 🕒 Good knowledge on web development and the internet web.

Educational Qualification:

Qualification	Institution	Board/University
Perusing Graduation	I.G.N.O.U	I.G.N.O.U
Sr.Secondary	Don Bosco School	N.I.O.S
Secondary	St .Peters School	N.I.O.S

Interests

Computer games, Music, Internet Browsing Etc.

Personal Information:

Date of Birth	: 09.09.1991
Nationality	: Indian
Gender	: Male
Marital status	: Single
Linguistic proficiency	: English, Hindi and Bengali

Contact details:

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