

BISWAJIT PASWAN

CUSTOMER CARE EXECUTIVE

+918617751649

@ biswajitpaswan321@gmail.com

2, Mott Lane, Esplanade, Kolkata - 700013, India



SUMMARY

Enthusiastic and dedicated entry-level Customer Service Representative with excellent communication skills and a strong commitment to delivering exceptional customer experiences. Proven ability to listen attentively and thrive in fast-paced environments. Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge.

LANGUAGES

English Proficient

Hindi Native

Bengali Native

TRAINING / COURSES

MS Word

MS Excel

MS PowerPoint

MS Office

SKILLS

Fast Learner

Attention to detail

Communication Skills

Adaptability

Customer Service

Teamwork

Multitasking

Responsibility

Problem Solving

Critical Thinking

EDUCATION

12th(HSC)

Shree Jain Vidyalaya

06/2020 - 07/2022

B.COM (HONS) in Accounting and Finance

CALCUTTA UNIVERSITY

08/2022 - Present