



# Kaustav Basu

+918013386883

[kbasu.jobs@gmail.com](mailto:kbasu.jobs@gmail.com)

Howrah, WB 711302

## **BACK OFFICE EXECUTIVE**

### **SUMMARY**

Back Office Executive with two year experience in Quality Control, development, Customer Support, Expertise in MS Office system, Internet Explorer, Ability to work well both independently and as a team member.

### **Technical Expertise**

- **Software:** MS Excel, MS Word, MS Office System, Adobe software.
- **Technologies:** Internet Explorer, Social Networking, Email, Very Familiar with Laptop.
- **Operating System:** Windows 98 / 2000 / XP / Vista / 2007 / Ubuntu.

### **Key Accomplishments**

- Handling & resolves Critical Issues and provided Technical Support to the customer.
- Worked with global business teams to capture business requirements.
- Working as Quality Control of the production department with a great quality support.

### **Professional Experience**

- ✓ **Sun Knowledge Pvt Ltd**, Salt Lake, Kol **2010 – Present**  
Quality Control Executive

Checking the quality & correcting the mistakes of the production of the Team and make a detailed report for the Quality Backup for the team to increase the quality of the Production

- ✓ **Spanco Bpo Pvt Ltd**, Salt lake, Kol **Apr'10 – Sep'10**  
Customer Care Executive

Providing Technical Support & Solve the Critical Technical Issues.

- ✓ **Detanet Enterprise Pvt Ltd**, Tikiapara, How **Jan'10 – Apr'10**  
Data Entry Operator  
Working in a challenging environment on MIS,

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## **Objective**

To pursue a position that involves innovation and challenging environment that will enable to utilize my acquired skills and improve my knowledge with latest trends to be part of the team that works dynamically towards the growth of the organization

## **Educational Qualification**

- Appearing Graduation (B.sc), final year under Calcutta University.
- Passed Secondary Examination under WBBSE with Aggregate of 68.75 % in 2007.
- Passed Higher Secondary Examination under WBCHSE with Aggregate of 59 % in 2009.

## **Strengths**

- Hard working, co-operative in work.
- Ever willing to learn and update my knowledge.

## **Personal Details**

- Name : Kaustav Basu.
- Father's Name : Uttam Basu.
- Permanent Address : Prasastha, Sathbigha, How – 711302.
- Marital status : Unmarried.
- PAN : AXOPB6739Q.

## **Reference**

### **DR. MADHUSUDHAN MONDAL**

Sr. Scientist & President Of

The Geological Survey of India

Acharya Jagadish Chandra Bose Indian Botanical Garden

Howrah.

## **DECLARATION:**

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

**KAUSTAV BASU**

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