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Gyvenimo aprašymas (CV)

Norėdami matyti vardą ir pavardę, turite  
[Prisijungti](#)

### Kokio darbo ieškau? Mano teigiamos savybės

I'm Raja Manohar Roy, and I have over 15 years of experience in customer service, sales, and administration & accounts with multinational corporations. Throughout my career, I've excelled at meeting sales targets, streamlining administrative processes, and providing excellent customer service. My career objective is to be a professional with integrity, independence, objectivity and analytical frame of mind with a focus on continuous organizational and personal development.

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|--------------------------|--|
| Pageidaujamas darbas     | Administratoriai, Žmogiškųjų išteklių specialistai, Buhalteriai, apskaita, Kompiuterių technikai |
| Pageidaujama darbo vieta | Vilnius, Kaunas, Klaipėda, Šiauliai, Panevėžys   |

### Kontaktai ir pagrindinė informacija apie mane

|                   |  |
|-------------------|--|
| Gimimo data       | 1974-08-30 (51 m.)   |
| Lytis             | Vyras  |
| Gyvenamoji vieta  | united arab emirates   |
| Telefono numeris  | Norėdami matyti kontaktus, turite<br><a href="#">Prisijungti</a> |
| El. pašto adresas | Norėdami matyti kontaktus, turite<br><a href="#">Prisijungti</a> |

### Darbo patirtis

|                                    |  |
|------------------------------------|--|
| Darbo laikotarpis                  | <b>nuo 2023.01 iki dabar</b>   |
| Įmonės pavadinimas                 | Herra Althahabiah bldg cont LLC  |
| Pareigos                           | HR & ADMINISTRATION MANAGER  |
| Plačiau apie darbo pobūdį, patirtį | Assisting new new hires with smooth, sound and legally defensible hiring and onboarding process. Also responsible for handling personnel issues and other matters involving staff. Ensuring legal compliance and monitoring and implementing applicable human resources federal And state requirement, conducting investigations and maintaining records. Managing pay plan by conducting periodic pay surveys; Planning and implementing pay structure Revisions. Hearing and resolving employee grievance; and counseling employees and other staff. Oversee day-to-day office operations and ensure a well-organized work environment. Supervise and coordinate administrative staff, Establish and maintain efficient record-keeping systems. Coordinate with external vendors and service providers, Oversee the maintenance and security of the physical office space. |

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| Darbo laikotarpis                  | <b>nuo 2019.05 iki 2022.02</b>  |
| Įmonės pavadinimas                 | Yupp Tv India PVT LTD   |
| Darbo sritis                       | Marketingo specialistai   |
| Pareigos                           | Sales   |
| Plačiau apie darbo pobūdį, patirtį | Responsible Sales of Annual Subscriptions for online television streaming services in US and middle east region. Providing technical support when ever needed to resolve the tickets renewing the contracts on time. Maintained 98% quality and 95% Customer Satisfaction. Generating Daily sales reports with the quality score.   |
| Darbo laikotarpis                  | <b>nuo 2016.07 iki 2019.04</b>  |
| Įmonės pavadinimas                 | House of Architecture Engineering Consultant LLC  |
| Darbo sritis                       | Buhalteriai, apskaita   |
| Pareigos                           | HR Admin & Accounts Coordinator   |
| Plačiau apie darbo pobūdį, patirtį | Responsible for Payrolls and maintaining employees data. Taking care of the onboarding employees and assisting them with joining formalities. Taking care of the Administration to run the organization smooth and hassle free. Continuously working on cost control elements and increasing revenue and reducing Cost to the company. Preparing Bank Reconciliation Statements and Final Balancesheets. Preparing taxes, Accounts payables and accounts receivables etc.   |
| Darbo laikotarpis                  | <b>nuo 2013.10 iki 2016.06</b>  |
| Įmonės pavadinimas                 | Tech Mahindra LTD   |
| Darbo sritis                       | Kompiuterių technikai   |
| Pareigos                           | Senior Team Member  |
| Plačiau apie darbo pobūdį, patirtį | Responsible for technical support to the entire US customers with their internet related issues like Connectivity problems, intermittent connection, setting up the Wireless connections, Configuring modems and routers, Dispatching technician and installing Security software. Selling router according the the cx needs and advising the customer to choose right plans for their usage. Generating leads to increase the revenue to the company. Preparing daily reports of sales and Technical resolution Reports. |

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|------------------------------------|--|
| Darbo laikotarpis                  | <b>nuo 2010.01 iki 2012.06</b>   |
| Įmonės pavadinimas                 | Sutherland Global Services   |
| Darbo sritis                       | Kompiuterių technikai  |
| Pareigos                           | Technical Support Executive  |
| Plačiau apie darbo pobūdį, patirtį | Responsible for technical support to the US based customers with their computers with removing Viruses from their system and installing Anti-Virus software by taking remote access. Basic trouble shooting and walking through the customers to install the security software in their computers. Was assigned to different tasks of clearing the pending cases from time to time, and aided in cutting down potential operational losses to a great extent. Preparing the MIS reports of the team. |

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|------------------------------------|--|
| Darbo laikotarpis                  | <b>nuo 2006.12 iki 2008.06</b>   |
| Įmonės pavadinimas                 | HSBC Data Processing Pvt INDIA Ltd   |
| Darbo sritis                       | Buhalteriai, apskaita  |
| Pareigos                           | Customer service representative  |
| Plačiau apie darbo pobūdį, patirtį | Responsible for resolving card member disputes arising out of credit card transactions with various merchants in the US and world-wide. Delivering high quality customer service and ensuring credit ratings are properly updated and reported to the credit bureau. Includes servicing a myriad of clientele from various credit card portfolios. Job includes making calls to card members and merchants, as well as email correspondence, to reach timely resolution of the disputes. Ensuring adherence to compliance and audit requirements with specific focus on Data Protection and other process specific acts. |

#### Išsilavinimas

|                     |                                  |
|---------------------|----------------------------------|
| Laikotarpis         | <b>nuo 1996.06 iki 1999.10</b>   |
| Išsilavinimas       | Aukštasis universitetinis        |
| Mokymosi įstaiga    | Andhra University                |
| Išsilavinimo sritis | Vadyba ir verslo administravimas |
| Sritis              | Commerce and Business            |

#### Kalbos

| Kalbos | Kalbėjimas | Supratimas | Rašymas |
|--------|------------|------------|---------|
| Anglų  | Puikiai    | Puikiai    | Puikiai |

#### Kompiuterinis raštingumas

diploma in computers

#### Papildoma informacija

|                           |                              |
|---------------------------|------------------------------|
| Pomėgiai                  | Trekking, Listening to music |
| Vairuoju nuo              | 2005-12 (19 m.)              |
| Pageidaujamas atlyginimas | 1500 EUR per mėn.            |

Šiuo metu uždirbu

1200 EUR per mėn.