

TANIA CHAKRABORTY

Senior Associate (Earnings transcription Bloomberg PROJECT)

PROFILE

Sapoorji Pallonji Sukhobristi Housing Complex, Rajarhat New Town

700135

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SUMMARY

Management, support and development of the team. Mentoring and advising members of the team on complex cases. Support head of department and partners with their client work and with management responsibilities, and in achieving the strategic aims of the firm.

Interact with client, work on gathering client requirements, provide estimates and work on deciding project timelines.

Assign tasks to the team, review the tasks and ensure that the deliverable are prepared to satisfy the project requirements, cost and schedule.

Play key role in motivating and mentoring the team and perform year end appraisals and provide feedback to the team.

Other miscellaneous tasks includes preparing weekly status reports, conducting team meetings, conflict resolutions, approving leaves and managing team training's etc.

WORK EXPERIENCE

Tata Consultancy Services

December, 2020 - present,

Senior Associate

As senior associate in Tcs, my area of focus is to monitor team performance and to support team with any complex situation, making day to day report based on team work delivery and helping my juniors with there day to day work.

Management deligates work and everytime i have completes it before deadlines and have awarded for that.

Spearhead the project. Interact with client, work on gathering client requirements, provide estimates and work on deciding project timelines.

Assign tasks to the team, review the tasks and ensure that the deliverable are prepared to satisfy the project requirements, cost and schedule.

Play key role in motivating and mentoring the team and perform year end appraisals and provide feedback to the team.

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Currently i am looking to explore some good opportunities, a promotion and a good hike.

EDUCATION

Scottish church college
May, 2018 - March, 2020

Graduate (honours)

SKILLS

SAP



Information processing



Ux design



Customer service



Web development



Excel



Data analytics



Project management



Cloud computing



P2P



TRAINING & CERTIFICATIONS

Agile

Business continuity plan

PERSONAL INFORMATION

Birthday : 11/05/1998

Nationality : Indian

Gender : Female

Marital Status : Single

Father Name : Tapan chakraborty

Mother Name : Puspita chakraborty

PROJECTS

Bloomberg project

December, 2020 -

Bloomberg finance project bfsi, where i report as senior associate and all skills mentioned by me is used towards project work and training for same is given by TCS for free from ievolve in ultimatix.

LANGUAGES

English

Hindi

Bengali

EXTRA CURRICULAR

Tcs fit4 life.

Tcs purpose4 life

Tcs HOPE initiative

PERSONAL

INTERESTS

Going to the depth of each issue to find solution, problem solving, determined and focussed, team player and open to learn new technology

I have been awarded by my organisation around 7 times for the kind of commitment i have towards work and my ability to take over any complex situation and resolving it myself with following the given deadlines.

AWARDS

Star of the month (3 times) 2022

Star of the quarter award. 2022

Appreciations (3 times) 2023

CAREER HIGHLIGHT

As senior associate in Bloomberg bfsi project my main area of responsibilities are-

Delegating responsibilities to team members to provide stretch opportunities, coaching them to deliver results.

Demonstrating critical thinking and the ability to bring order to unstructured problems.

Using a broad range of tools and techniques to extract insights from current industry or sector trends.

Reviewing my work and that of others for quality, accuracy and relevance.

Seeking and embracing opportunities which give exposure to different situations, environments and perspectives.

Using straightforward communication, in a structured way, when influencing and connecting with others.

Reading situations and modifying behavior to build quality relationships.

DECLARATION

I hearby declare all information given is accurate.

REFERENCES

dilipdasos10@gmail.com

Sandipa Das

(Tcs employee)
