



# TRINA CHANDA

## ○ DETAILS ○

8240469968  
trinachanda24@gmail.com

## ○ SKILLS ○

- Empathy and Problem Solving
- Communication Skills
- Computer Skills
- Leadership
- MS Office
- Python
- Canva
- C#

## ○ HOBBIES ○

- Sketching and Painting
- Swimming

## LANGUAGES

- English
- Hindi
- Bengali

## 👤 PROFILE

Organized and goal-driven individual with diverse job experiences looking to utilize my technology, leadership skills and empathetic nature in an esteemed organization.

## 📁 EMPLOYMENT HISTORY

### Operation Executive

Infosys | Jan 2021- Present

- Used the technology of Mainframes.
- Worked as a team leader and assisted in solving problems of team members.

### Customer Service Representative

Amazon | Dec 2020- Jan 2021

- Catered the needs of American customers with empathy and understanding.
- Reassuring customers of finding a solution to their problems

### HR Trainee

Yuva Home Tutorials | Jun 2020- Jul 2020

- Practiced Administrative skills and kept workplace organized and updated.
- Cold Calling and Updating Excel sheets regularly.
- Finding Leads and explaining company Policies,

## 🎓 EDUCATION

### Bsc. Computer Science

Pillai College of Arts ,Commerce & Science

- Graduated with **8.5 CGPI**

### Class XII

Kendriya Vidyalaya

- Scored **78.4%**

### Class X

Kendriya Vidyalaya

- Scored **9.4 CGPA**

## 🌿 EXTRACURRICULARS

- Class Representative | 2017-2020
- Placement Cell Member| 2019-2020

## 👤 INTERNSHIPS

### • Web Development Trainee

Ace Star Digital | Nov 2019 - Jan 2020

### • Business Analyst

Wonderwheelstore | Jun 2018 - Jul 2018