Tapas Basu

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Education:

- 1991- 10th Biswambhar Bidyapitha, Puri. B.S.E Orissa
- 1993- 10+2 S.C.S College Puri, H.S.E. Orissa
- 1996- B.Com Dhenkanal Govt. College, Utkal University, Orissa

Technical Education:

DISM (Diploma in Information System Management) from APTECH, Dhenkanal, Orissa. 1998

Work Experiences:

1. **Sarthak Music Pvt Ltd, Cuttack, Orissa,**
   As System Administrator / Web Developer. March 2009 – till date

2. **Firstsource India Pvt Ltd,(Bangalore)**
   As customer care team leader insurance claim process. January 2007-June 2007

3. **E-Cosmo India Pvt. Ltd. (Bangalore) – February 2006-November 2006**
   As Sr executive Dr medical support process

4. **Teamelease India Pvt. Ltd. (Bangalore) – January 2005-January 2006**
   As a process associate on AP process. Client was iGATE

5. **DTS information systems Pvt. Ltd. (Bangalore)** – November 2003 - October 2004
   As technical support and process coordinator. Catering 80 medical transcriptionists

Language: Spoken English, Hindi, Bengali, and Oriya
Language reading English, Hindi, Bengali, and Oriya
Language Writing English, Bengali, and Oriya

Freelancing experience:
Translation, transcription, transliteration
Language pair – Bengali <> English
Oriya <> English
Bengali <> Oriya

Domain expertise:
Literature, Agriculture, Law, IT, Medical and others

Experience – working freelancer since 2008

Translation, transcription, transliteration done for more than 4 lac+ words in various domain.

Rate – Reasonable and negotiable