



SAIKAT DAS

Accountant/Bookkeeper/Cloud Accounting/ Social Media Manager/ Data Entry expert/ Lead Generation expert/ Virtual Assistant

About Me

As a highly motivated, self-driven, and experienced individual, I aim to work as a part of a dynamic team making a significant contribution to the continued success of the organization by delivering competitive services using my knowledge experience, and skillset. With a cumulative experience of over 3 years as a Social media manager, data entry, lead generation, and expertise in virtual assistance, I am open to working remotely/online for any suitable business where I can help achieve organizational targets.

Experience

Social media manager

Infindi/Michigan, USA (Remote Job) May 2023- Present

At Infindi, a leading marketing company, I served as the dedicated Social Media Manager responsible for managing the company's Facebook and LinkedIn pages, as well as overseeing a network of 30+ groups with a collective following of millions of engaged users in different cities in the United States of America.

- Key Responsibilities: Created and executed a strong social media strategy.
- Analyzed performance for improvements.
- Engaged with the online community and responded professionally.
- Enhanced brand visibility and drove traffic.
- Collaborated for cohesive brand messaging.

Stayed updated on industry trends and innovated for competitiveness.

Data entry Manager

January 2023- Present

ARAB Easy I UAE (Remote job)

- Responsible for all kinds of data-related tasks in our company's server
- prepared and sorted all kinds of Excel file
- Need to respond for any kind of information request to the authorized members
- Have to maintain all kind of data base related task.

Senior Data Entry Officer

Pixel Ltd. I Chattagram, Bangladesh. 2018 - 2022

- Prepared and sorted documents for data entry.
- Transferred data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Entered data into database software and checked to ensure the accuracy of the data that has been inputted.
- Resolved discrepancies in information and obtaining further information for incomplete documents.
- Created data backups as part of a contingency plan.
- Responded to information requests from authorized members.
- Tested new database systems and software updates.

Data entry expert/ Lead generation expert/ Professional virtual Assistant (Freelancer)

Fiverr Marketplace | People Per Hour Marketplace | Upwork Marketplace 2019-present

- Completed more than 100 data entry projects with various companies globally.
- Entered all kind of data and prepared and excel related work .
- Worked as a virtual assistant .
- Dealt with Lead generation work successfully.
- Squared a lot of successful clients all over the world.

Reference

Emma Davenport
" HR Analyst, Fentexa "
Email : ed@fentexa.com

+8801997155854

Saikatd604@gmail.com

Chittagong, Anderkilla,
Bangladesh/Remote work

EDUCATION

Master of Business Administration

National university of Bangladesh

2021-2022

Bachelor of Business Administration

National university of Bangladesh

2016-2020

EXPERTISE

Accounting Management system

Cloud Accounting

Quickbooks, XERO, ZOHOBOK.

Data Entry operator

Lead Generation

Social Media manager

Email Marketing

VIRTUAL ASSISTANT

LANGUAGE

English

Bangla