

Barnali Das

Administrative Senior Executive with more than four years of experience in the field of office administration.



"I am a dedicated professional with an aim to be a part of a growing organization, where my efforts can contribute to my personal growth as well as the organizational growth"

Contact

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Uttara Housing complex, New Town, Near City Center-2, Kolkata-700157.

LINGUISTIC PROFICIENCY

	Read	Write	Speak
ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
BENGALI	✓	✓	✓
ASSAMESE	✓	✓	✓

AREA OF EXPERTISE

Admin	Vendor Payments
Event Management	Stock Inventory Tracking
Invoice Management	Medical claim Settlement

TECHNICAL SKILLS

Windows XP Windows 7 Windows 10	Visual Basic 6.0
SQL Server 7.0	Microsoft Office

Professional Experience

Arohan Financial Services Limited (March 2018-till date)

Designation-Senior Executive, Administration

Job Location- Kolkata, West Bengal.

Job Description

Overseeing the following functions across 35 regional branches of Arohan Financial Services Limited in different locations in West Bengal.

- Preparing and maintaining Admin documents
- Handling the front office
- Guest house management
- Petty cash handling
- Aware of statutory compliance related to admin
- To make sure the quality of the food and services is up to standard
- Sourcing new vendors for various requirements
- Booking of tickets to staffs
- Cost optimization with good negotiation
- Housekeeping and infrastructure maintenance
- Making sure that the office furniture is well maintained
- Maintaining bills/invoices in coordination with the Department of Finance
- Knowledge of Tours and travels
- Organizing employee engagement activities and scheduling meetings
- Tracking, updating and maintaining office stock inventory
- Employee medical claim settlement

Orion Edutech Pvt. Ltd (Sept 2016- March 2018)

Designation-

Placement Coordinator

Job Location- Kolkata

Job Description

- Assisting in annual enrollment process
- Preparing placement reports and managing databases
- Following up student progress till 12 months after placement
- Managing student progress and implementing strategies for effective student placement

Monford English Academy (March 2014-April 2016)

Designation- Asst. Teacher

Job Location- Dibrugarh, Assam

Job Description

- Teaching and associated functions
- Enriching students through extra-curricular activities

Declaration

I hereby, declare that the information furnished above is true to the best of my knowledge.

Place- Kolkata, West Bengal.

Date- 18-May-2022

Barnali Das.

Educational Details

Course	Board/ University	Percentage	Division
B.Sc.(IT)	Sikkim Manipal University	73.69%	1 st
HSSLC	AHSEC	52.00%	2 nd
HSLC	SEBA	65.00%	1 st

Strengths

- A strong learner with high self-confidence
- Highly adaptable to tough situations with excellent management skills

Computer Certifications

- Diploma Certificate in Fundamental of Computer (Duration- 6 months)

Extra-Curricular Certifications

- Pursuing Indian Classical Music
- Completed certificate course in Indian Dance (Rabindra Nritya).

Hobbies

- Singing
- Highly Dancing
- Travelling
- Listening to music

Personal Details

- DOB- 21st April, 1991
- Gender- Female
- Nationality- Indian
- Marital Status-Married