Curriculum Vitae

Sayantani Mitra

Adimin Executive

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Linkedin :https://www.linkedin.com/in/sayantani-mitra-158a3a15

OBJECTIVE: Looking for a senior level front-office and admin executive in a professionally managed

organisation ,Having experience of 17 yrs

WORK EXPERIENCE(Full Time)

 Multicon Group –(Feb2020 –till date)- Front Office Executive

Managing front office, EPBAX Handling, PR related functions.  BLA PROJECTS PVT LTD -(August 2014-Feb2020 )- Admin & Front Office

Executive

Managing front office, EPBAX. Drafting & Distributing Emails, Peon and Petty

Cash Handling, AMC, Office Administration, Travelling Arrangements, Vendor

Management, Assisting HR, MIS reports, Stock Maintenance, PR related

functions.  Desun Hospital & Heart Institute (November 2009 –October 2013)-Public

Relations Officer

Front Desk management, OPD billing, billing clarity, counselling ,patient party, data processing.  PEERLESS HOSPITAL & B.K.ROY RESEARCH INSTITUTE (December 2003 –

October2009)- Front Office Executive

OPD billing, make a chart of doctors available, taking care of OPD & billing, report

typing.

ACADEMIC QUALIFICATION

● I.C.S.E. from LYCEE (1997)

● H.S. from RANI BIRLA GIRLS COLLEGE (1999)

● Graduation from SIVANATH SHASTRI COLLEGE (2002)

● Completed PGDBA from SIKKIM MANIPAL UNIVERSITY(2010)

COMPUTER KNOWLEDGE

● CERTIFICATE COURSE in MULTIMEDIA from ET&T In 2003

● DIPLOMA IN COMPUTER OPERATION IN 2000

OTHER QUALIFICATIONS

● Wide knowledge of internet

● Certificate in paintings

● Participated in various cultural programmes (dance)

Personal Information

Date of Birth : 11-03-1980

Husband’s Name : Shubhankar Mitra

Address : GE-161,Rajdanga Main Road,Kol-78

Nationality : Indian

Declaration: I hereby declare that all the information given here is true to the best of my

knowledge and belief. Date:

Place: Kolkata. Sayantani Mitra