



Rashmi Das Guha

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CARRER OBJECTIVE:To find a challenging position to meet my competencies, capabilities , skills, education and experience which contributes for the development of self as well as the organization served.

EXPERIENCE SUMMERY:

A. Organization- **Arohan Financial Services Limited** (*Arohan Financial Services Limited is a for-profit Non-Bank Financial Company which began operations in 2006 and has since become one of the leading and most transparent MFIs in India*).

Tenure - **May , 2010 to July , 2011.**

Designation - Assistant Executive

- Travel Management -Hotel Reservations / Airline /Railway Ticket /Car Booking.
- Handling EPABX system.
- Arranging Meetings / Conferences .
- Stock(Loan Documents) Management and updatation of stock report in software.
- Vendor Management and processing of bills.
- Processing of ID & Business card request.
- Overall responsibility of tracking the Telecom CUG connections & related issues for 1000 + employees.
- Housekeeping and Maintenance.
- Incoming and Outgoing courier management.
- Keeping track of Office Stationery items.

B. Organization- **R P Infosystems Private Limited** (*R.P. Infosystems - the flagship Company of the Kolkata based R.P. Group having diversified presence in the realm of IT, Media, Advertising, Sports, Consultancy and in the Agro Foods*).

Tenure- **October, 2009 to May, 2010**

Designation - **Front office Executive**

DUTIES AND ACCOMPLISHMENTS:

- Met and greeted visitors, Clients and associates with in a responsive and courteous manner.
- Receiving and distributing messages from telephone, taking clear messages and passing these promptly to the appropriate member of the team using judgment of urgency.
- Control & Manage high volume flow of in-coming and out-going correspondence.
- Update employee listing, manage contact list and stationary stock.
- Coordinated meetings, including reserving conference rooms, Booking tickets and dedicating office peons towards all official work.

- To take care of despatch i.e. maintenance of record for incoming and outgoing DAKS (letters and parcels etc).
- Assisted CEO/ Sr .VP's with administrative tasks as requested .
- Assisted Public Relations with Press , Media & Scrap Books for all official Music launches/Portfolio release and branding activities.
- Privy to confidential information on a regular basis .

C. Organization- **“ WATT ”- The illumination boutique**
By T madan & Co Pvt. Limited.
 Tenure- **Aug, 2008 to October , 2009**
 Designation - **Front office & Customer care Executive**

DUTIES AND ACCOMPLISHMENTS:

- Handling the requests and enquires of customer.
- Responsible for communicating with daily walk ins for an effective sales closure.
- Consistently applied on store design, layout plans and visual look to support sales strategy.
- To keep excellent office environment and to retain strong business equation with existing clients.
- Interacted with master stockiest regarding availability , pricing , buy backs, discounts, damaged products and special orders.
- Recorded all daily financial dealings and also maintained records of accounting.
- Responsible for maintaining other records of supplies, employees, machine maintenance.
- Responsible for collection and controlling of receivables from clients.

D. Organization - **Kastadanga Tarak Das Vidyapith**
Govt .of WB Recognized school
 Tenure- **August ,04 to July,08**
 Designation- **Para Teacher**

DUTIES AND ACCOMPLISHMENTS:

- To ensure and conduct imperative education for all students
- To Develop and create friendly and emotional equation with all the students.
- Managing functional, Behavioral, leadership training to all students
- Ensure timely completion of annual syllabus enforcing quality graded results as prime determinant.
- Performance monitoring of all students by managing the overall administration of a specific standard.
- Developing and implementing the newly introduced syllabus with lesson planning and special assignments as a tool to increase alertness and coordination among the students.
- Participating and carrying out various guardian-teacher discussions and to develop useful tools for child's mental progress.

PROFESSIONAL PEPARATION & DEVLOPMENT/ACVIEVEMENTS:-

- Elected to represent as the sole teacher of English at the annual ABTA training program under Sorbo Shiksha Abhijan (06-07).
- Worked as member of the School Handbook commission and provided an extensive proposal for analyzing the school policies and rules.

- Advising committee member for setting up the physical system of the respective class rooms. Represented as a coordinator for School Affiliation Service at the head office level of West Bengal board of secondary education.

EDUCATIONAL QUALIFICATION:

Exam	Year Of Passing	Board/ University	Subjects Taken	Div.	Percentage
A.I.S.S.E	1998	C.B.S.E Kendriya Vidyalaya IIM Joka	English, Hindi, Mathematics, Science, Social Science.	1st	61%
A.I.S.S.C.E (10+2)	2000	C.B.S.E Kendriya Vidyalaya C.M.E.R.I	English, Mathematics, Physics, Chemistry, Biology.	1st	60.2%
Bachelor of Science (10+2+3)	2003	University of Burdwan / Ranigunj Girl's College	Botany(Hons),Zoology(Pass), Chemistry(Pass) ,English , Hindi, Envs.	2nd	56.3%

■ Passed first year of classical Music under *Prachin Kala kendra, Chandigarh*

IT SKILLS:

- Ms Office and Internet Application.

HOBBIES :

- Yoga, Spiritual and focused meditation for progressive relaxation.

PERSONAL DETAILS:

Date Of Birth - 3rd Nov , 1982

Marital Status - Married

Nationality - Indian

Family background - My father Mr. A K Guha is ex-serviceman CISF.

My mother Smt. Puspa Guha is a graduate in History and preferred to remain as a homemaker .My

Husband is currently working with Anarock Retail Advisors as senior Manager.

References will be furnished as and when requested.

Date :

Place:Kolkata

(RASHMI DAS GUHA)