

Sonali Sen

25B, Basanta Bose Road, Kolkata – 700026.
se.sonali@gmail.com +91 9830029607



Career Objective

- Sincere endeavour to execute all incumbent assigned to me to meet the sheer expectations of the organisation.
- Adhere to *TIME MANAGEMENT* at the forefront and ensure self and teams' meticulous compliance.

Professional Profile

- : 2004 to Oct.'2019 **The Peerless General Finance & Inv. Co. Ltd.**
 - Position held : Executive – ITCS, H.O.
 - Reporting to : Vice President – ITCS, Head Office
- *Operations* : Compliance to HO circulars, Monitoring branch expenses. Assisting Branch Manager in arranging Seminars, Product Awareness Programme & other marketing activities.
- *Fund Management* : Assisting Branch Accountant in timely projection and assessment of Fund requisition to HO for payments to meet Certificate Holder & Branch operation/activities.
- *Data Entry* : Doing data entry job for various consignments as per EDP guidelines.
- *Front Office* : Worked as Guest Relation Executive in ITCS, dealing with:
 - Attending all mails (e-mails & post)
 - Handling call management & addressing the same/route to departments/officials concerned
 - Handling of all correspondences addressed to inter-office/govt. & private bodies
 - Assisting V.P. & G.M. in preparation of various productivity reports
 - Dealing with outsourced agencies/vendors for general office requirements/stationeries as per requirement.
 - Handling file management of EDP
- : 2001 **Baidyapara Girls High School, Kolkata**
 - Position held : Assistant Teacher
 - Reporting to : Head Mistress
- In-charge of teaching Bengali literature for standard IX to X

Personal Profile :

Qualifications

[a] Educational : 1993 – 1996 **M. A. – Calcutta University**
Master's in the stream of Arts (Bengali)

1993 – 1996 **B. A. (Hons.) – Calcutta University**
Graduation in the stream of Arts (Bengali)

1991 – 1993 **Jogamaya Devi College**
Higher Secondary in the stream of Arts

1981 – 1991 **Sir Romesh Mitter Girl's School**
Madhyamik under West Bengal Board of Secondary Education

[b] Professional : 2000 – 2001 **Webel (Behala, Kolkata)**

Certified course in Computer operation with specialisation in languages viz., Microsoft Excel and Word, Basic Internet operations, e-mail etc.

Date of Birth : December 29, 1974

Father's Name : Late Sri. Nirmal Chatterjee

Nationality/Religion : Indian / Hindu

Present Emoluments : Rs. 3.58 lacs per annum

Expected Emoluments : Negotiable

Core Competency Areas :

- ☐ Branch/Office maintenance, Guest relation, File management.
- ☐ Professional Experience & exposure to IT & Call management.
- ☐ Strong organisational and general management skills.
- ☐ Secretarial skills for IT/Financial projects, records uploading etc.