

Tiasha Bose

E-Mail: tiashabose@ymail.com

Contact No: 9804848626/7001143759



Top-notch assistant with over 10 years of experience in coordinating, HR – Administrative & Office management with a high degree of efficiency. Serve as a single point of person for Directors, Managers, Clients, and Vendors to ensure proper lines of communication. Maintains excellent communication skills, problem resolution abilities, and a high-level of confidentiality. Equally effective at providing meeting and schedule management.

Executive Synopsis

1. Ability to take and follow directions
2. Ability to prioritize.
3. Ability to handle internal communication and confidentiality
4. Flexibility
5. Excellent communication and interpersonal skills
6. Professional attitude
7. Strong time management skills
8. Supportive

Areas of Expertise

- **Administrative and strong interpersonal organizational skills with the keen ability to multitask, variety of challenges and responsibilities.**

Meeting and Schedule Management for Key Person ,Travel booking, Filling and DatabaseMaintain , Billing, Payment , Petty Cash Handling , Employee On Boarding process, Attendance & Payroll Maintain , Vendor Management, Inventory Management , EPAX Handling , Front Office ClientHandle , Secretarial Assistance

Experience Chronology

Since January 2021 with KARE Prosthetic and Orthotics Pvt Ltd. Joined here as an Office Administrator. Reporting to Clinical Director, Kolkata

Role

- ❖ Main communication gateway of the company.
- ❖ Managing calendars and appointments for Director.
- ❖ Travel bookings and arrangements.
- ❖ Arrange Seminar, Meetings.
- ❖ Compose, type, and distribute meeting notes, routine correspondence, and regular reports.
- ❖ Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- ❖ MIS maintenance related to appointments & enquiry.
- ❖ Schedule and confirm appointments for patients.
- ❖ Assist HR team to prepare payroll database.
- ❖ Employee query handling.
- ❖ Maintain biometric attendance and leave sheet as per company policy.
- ❖ Taking care of the job portals.
- ❖ Employees query handling.
- ❖ Maintaining office stationeries.
- ❖ Maintaining safe & secured work environment
- ❖ Provide visiting cards & ID Cards to the employees as per the requirement.
- ❖ Courier and Vendor Management.
- ❖ Billing, payment and petty cash handling.
- ❖ Managing the day-to-day administrative affairs of the Director's office.
- ❖ Office Administrations.
- ❖ Perform other related duties as assigned.

Since November 2016 to January 2021 with Orion Edutech Pvt Ltd. as Front Office cum Admin Coordinator, Kolkata , Reporting to Director HR & Admin.

Role

- ❖ Making and maintaining regular office database.
- ❖ Assist HR team to prepare payroll database.
- ❖ Documents verification of the new employees.
- ❖ Entire induction setup for new employees and coordinate with the bank representative to open their salary account.
- ❖ Employee query handling.
- ❖ Maintain office stationery and allocate to the different departments.
- ❖ Handling incoming and outgoing calls and EPBAX and project related queries.
- ❖ Evaluating the effectiveness of the respective training programs by obtaining feedback from the students.
- ❖ Office facility maintenance and vendor payment process.
- ❖ Admin database and MIS maintain.
- ❖ Arrangements of meetings and events as required by the management.
- ❖ Coordinate with the vendors for invoice and payment related issues.
- ❖ Providing feedback to the management to enhance a better and cordial working environment.

Since March 2016 to October 2016 with Yavanna Retails Pvt Ltd. as Front Office Executive, Kolkata

Role

- ❖ Answering, handling calls and EPBAX.
- ❖ Database and MIS Maintain.
- ❖ Online attendance maintains of the employees.
- ❖ Assist in back-office data entry.
- ❖ Online processing of courier dispatch.
- ❖ Office administrations.

Since November 2011 to May 2015 with Dr. Sudhir Chandra Sur Degree Engineering College (JIS Group), as Assistant to Administration, Kolkata

Role

- ❖ Making and maintain regular office database.
- ❖ Maintain staffs daily attendance by online module.
- ❖ Conducting seminars, interactions with students
- ❖ Admission package and students online registration handling
- ❖ Assisting exam cell and admission cell.
- ❖ Assist in AICTE and WBUT approval process.
- ❖ Assist in MIS entry and HR on roll entry.
- ❖ Maintain staffs online attendance leave report and making of salary statement.
- ❖ Making and maintain staffs service documents.

Educational Credentials

- ❖ B.sc.(HONS) in Zoology from University of Calcutta 2010
- ❖ Diploma in Information Technology – 2010
- ❖ WB Council of Higher Secondary Education 2007
- ❖ WB Board of Secondary Education 2005

Personal Details

Date of Birth	: 31.10.1989
Languages Known	: English, Bengali, and Hindi
Address	: Anandam Housing Complex, Mall Road, Dumdum, Kolkata- 700080
Martial Status	: Married
Spouse Name	: Suvarshi Shome

Tiasha Bose

Signature.