

MITASREE GHATAK

BUSINESS ADMINISTRATOR



N - 0225, Kayal Project,
Gangajoara, Sonarpur, 24 Pgs
(S) - 700150

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27th December, 1999

PROFILE SUMMARY - As an experienced administrative professional with a diverse and comprehensive background, I am uniquely positioned to excel as an Executive Assistant. I aim to utilize my proven organizational and leadership skills to strategically manage complex projects, drive efficiency, and contribute meaningfully to sustainable business practices. My commitment lies in leveraging strong communication abilities, meticulous attention to detail, and a steadfast capacity to handle confidential information with discretion, ensuring I provide comprehensive, high-level support to executives, optimize overall workflow efficiency, and directly contribute to the sustained success of the company..

SKILL SETS

- Time Management & Prioritization
- Project Management
- Interpersonal Skills
- Business Acumen
- Financial Management

WORK EXPERIENCE

M/s. D. H. Patel (Kinsfolk Group) Assistant Manager

NOV'23 - MAY'25

- Executive Support & Leadership: Provides strategic JIT support to the Project Manager, ensuring task completion, and offers leadership and direction to staff. This includes overseeing HR functions (performance, relations) and enforcing policies.
- Financial & Compliance Oversight: Manages cash flow, assets, and costs for profit optimization, while acting as a liaison with government bodies. Also responsible for maintaining data integrity, conducting audits, and ensuring the confidentiality of all sensitive information.

M/s. D. H. Patel (Kinsfolk Group) Administrative Assistant

MAR'22 - OCT'23

- Documentation & Reporting: Draft reports and correspondence; manage all physical and digital documentation and filing systems.
- Administrative Operations: Process administrative requests for the senior manager and update office policies and procedures for efficient operation.
- Team Supprt & Office Function: Provide general support to staff, colleagues, and visitors, ensuring overall office function runs smoothly.

Computech Solutions Office Administrator

JUL'21 - MAR'22

- Data Integrity: Mine, reorganize, and cleanse data for accurate, reliable decision support.
- Reporting: Design and execute processes for timely, actionable reports.
- Security: Manage documentation and ensure strict confidentiality of sensitive information.

LANGUAGES KNOWN

- Bengali
- Hindi
- English
- Gujrati (Only Speak)

CERTIFIED INTERNSHIPS

1. Contributed to "Marketing and Business Development" initiatives for shineprojects.in (August 2020); received a Letter of Recommendation (LOR) for successful performance.
2. Applied "Digital Marketing" principles during an internship with Tutoraj (July 2020).
3. Executed "Social Media Marketing" strategies for Daily Kalakaar (June 2020).

VOLUNTEER ACTIVITIES

- Rotaract Club Member skilled in event execution, program development, and mentorship.
- Drove significant results in increased attendance, reduced social isolation, and improved academic outcomes.
- Committed to positive public image and proactive community needs assessment.
- Disaster & Humanitarian Aid: Active in relief efforts (COVID-19, Cyclones Jawad/Amphan).
- Environmental Initiatives: Led programs in Germination Testing, Tree Planting, and Waste Management.

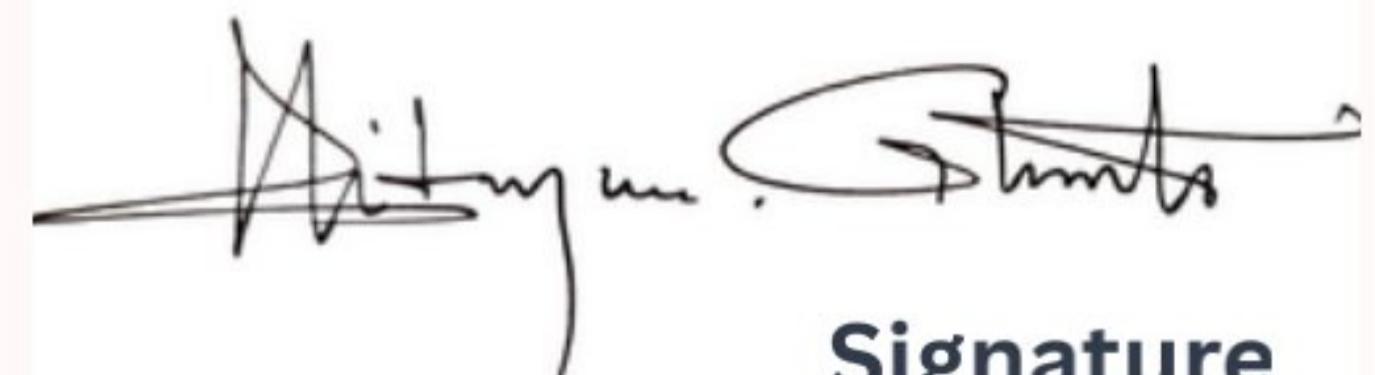
TECHNICAL PROFICIENCY & EXPERTISE

- NPTEL Certification (IIT Kanpur): Completed the "Developing Soft Skills and Personality" course (Aug-Oct '18).
(IIT Kharagpur): Certified in "Entrepreneurship Essentials & Service Marketing: A Practical Approach" (Feb-Apr '19).
- Financial & Operational Systems: Expertise in Farvision (Voucher/Invoice Segmentation, Trial Balance, Ledger Management) and E-querry (Real-time data monitoring, entry, export, and database preparation).
- E-Compliance: Proficient in the generation of E-invoices and E-way Bills.
- Office & Cloud Tools: Advanced proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and Google Workspace (Drive, Sheets).

ACADEMIC BACKGROUND

- **Master of Business Administration (M.B.A.)**
Amity University (AUUP), Noida, India
Expected Post Graduation: 2027
- **Bachelor of Business Administration (B.B.A.)**
Future Institute of Engineering & Management (Under WBUT), Kolkata, India
Graduated: 2021 | DGPA: 8.83
- **Higher Secondary Examination (Standard 12)**
Jodhpur Park Girls' High School (WBCHSE)
Completed: 2018 | Core Commerce | Percentage: 74.00%
- **Secondary Examination (Standard 10)**
Jodhpur Park Girls' High School (WBBSE)
Completed: 2016 | Percentage: 67.14%

The information presented in this resume accurately reflects my qualifications and experience.


Signature