

RESUME



JESHMI CHAKRABORTY

MOBILE: +91 8981243281

E-MAIL : chakraborty.jeshmi31@gmail.com

Address: 70, garfa main road, Kolkata-700075

Experience : 7 years

Job Objective:-

I would like to accept the challenge to enter into a Dynamic and Professional Environment to utilize all my existing Technical Skills / Experiences for taking numerous responsibilities given by seniors of the Reputed Esteemed Organization. Also I want to improve my exposure with Advance Techniques and full coordination with all staff members to maintain the easy work procedures for the development / growth of our company.

AREA OF INTEREST:

Secretarial Jobs, Front office

Technical Skills:-

A) Operating Systems (both in Desktop & Laptop): WINDOWS 98, 2000, XP & Windows 7

B) Applications: MS. OFFICE 2000, 2003, 2007 & Office 365 [MS Word, MS Excel (Basic Knowledge), MS Power Point (Presentation), MS Outlook Express 2007 & 2010].

C) Internet (Various Websites) and webmail services.

D) Scanning & Editing everything.

E) Also knowing CD & DVD write and re-write, Pen drive and Card Reader related jobs.

ACADEMIC DETAILS:-

- 3 years Diploma in Hotel Management from **BNG-BENGAL NALANDA GROUP, KOLKATA**
- B.Sc. Hotel Management & Tourism, **ANNAMALAI UNIVERSITY**
- 10+2 from **CENTRAL BOARD OF SECONDARY EDUCATION.**
- Introduction to Multimedia-Audio, Graphics & Video from **CMC Limited.**

INDUSTRIAL EXPOSURE:-

- 22 weeks Industrial Training from **Chrome Hotel, Kolkata.**
- Casual training at **Hyatt Regency, ITC Sonar Kolkata, The Chrome, Taj Bengal & The Oberoi Grand.**
- 15 days Vocational Training from **ITC Sonar, Kolkata.**

WORK EXPERIENCE:-

- *Worked in **Medica Superspecialty Hospital**, Kolkata, as a Guest Relation Executive from August'2013 - October'16.*
- *Worked at **Ohio Hospital**, Rajarhat Kolkata as a Jr. Guest Relation Executive from November'2016 - March'2017.*
- *Worked at **Charnock Hospital**, Kolkata as Customer Care Executive from April'2017- December'2018.*
- *Presently working at **ARYAN STEEL** as an Executive Assistant to CEO from December'2018 – Till Date.*

SKILLS AND CAPABILITIES:-

A. SECRETARIAL JOBS:-

- 1. Giving total Secretarial support to the Director/ Proprietor.*
- 2. Fix up all Internal and External Appointment and Meeting with our other Directors.*
- 3. All types of Personal and Official Letters Drafting and Typing.*
- 4. Sending Notice by Email and prepare the Minutes of the Meeting (MOM) and follow up the same.*
- 5. Shortlisting the Candidate and arrange the whole interview process (Telephonic and Face to Face).*
- 6. Fully control and coordinate with various Plants for fast and proper developing of works by phone calls and email (Internal & External).*
- 7. Making Power Point Presentation with various product details before customer visit.*
- 8. Taking phone call from various Corporate Sectors and transfer the relevant department and also habituated with EPBX system.*
- 9. Maintaining Diaries and Travel Arrangements by booking and Cancellation of Car (All India basis), Air Ticket and Hotel booking (like Taj, ITC, The Oberoi Grand, Hyatt Regency, etc.) directly and also Passport and Visa arrangement by Travel Agent regular basis.*
- 10. Release all the vendor bill after proper checking, entry and with approval of CEO.*
- 11. Attend Internal meeting on behalf of CEO and also preparing papers for External meetings.*
- 12. Regularly Dealing with incoming and outgoing Emails (by Outlook Express and Webmail), and handling Scans, Faxes, maintaining Register for incoming and outgoing Posts & Couriers.*
- 13. Maintaining proper Hard copy and Soft copy filling with fully strictly and confidentially as and when required.*
- 15. Set up an easy work procedures and good relationship to all Staff Members.*
- 16. Keeping full contacts of National and International people through MIS.*
- 17. I can visit any place in India for the job purpose but not like to relocate from Kolkata.*

B. FRONT OFFICE/ CUSTOEMR SERVICE:-

1. Admission.
2. OP billing.
3. Co coordinating with the technologist and physicists
4. Co-coordinating with various department/consultants
For hassle free process flow
5. Tracking all possible prescription
6. Handling patients
7. Give the patient proper information regarding safety and giving them brochure.
8. Making daily performance reports, OP Dashboard, daily admission report.
9. Making monthly performance report
10. Radiation payment follow up.
11. IPD bed management.

PERSONAL INFORMATION

- **HOBBIES** : Playing Cricket & Listening to music.
- **LANGUAGES KNOWN** : English, Hindi, Bengali, and French (Elementary).

PHYSICAL FEATURE & VITAL STATISTICAL

- **DATE OF BIRTH** : 31-07-1990
- **HEIGHT / WEIGHT** : 5ft / 54Kgs.

DAUGHTER OF: Mr. Arindam Chakraborty

REFERENCE :

- i.) Mr. Rajat Basu, Front Office Manager of Hotel Thames International
- ii.) Mrs. Mousumi Ganguly, Manager-operations (OP), Medica Hospital.
- iii.) Mr. Sunil Agarwal, CEO Of Aryan Steel.

CONTACT:- +91 9830420929

Declaration: I hereby declare that all the statement made by me and that is true.

Signature: Jeshmi Chakraborty

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Dated: