

CURRICULUM VITAE



SOUMALI GHOSH KUMAR

COMPANY COORDINATOR OR PUBLIC RELATION OFFICER

**MORE THAN 9 YEARS EXPERIENCED IN ADMINISTRATION,
CUSTOMER SUPPORT, HOSPITALITY, COORDINATION
& PUBLIC RELATION**

PERSONAL DETAILS :

- **PRESENT ADDRESS** : SHIVALLIK – III, 1ST FLOOR, ROOM NO. 105,
NEAR PREET PARTY PLOT, CANAL ROAD,
NEW SAMA, DIST. : VADODARA, PIN CODE : 390026,
GUJARAT, INDIA.
- **PERMANENT ADDRESS** : “RAJ MAHAL” APARTMENT , BLOCK- A, 2ND FLOOR,
ROOM NO. 06 BESIDE “DOMJUR ROAD” RAILWAY STATION,
P.O. + P.S. : DOMJUR, DIST. : HOWRAH, PIN CODE : 711405,
WEST BENGAL, INDIA.
- **EMAIL** : soumalighosh.kumar1@gmail.com
- **MOBILE** : (+91) 8128188677
- **BLOG LINK** : soumalighosh.blogspot.in
- **DATE OF BIRTH** : 30TH MAY, 1991.
- **HUSBAND’S NAME** : ABHIJIT KUMAR
(GM- PRODUCTION AT RAJSHA CHEMICALS PVT. LTD.
LAMDAPURA, SAVLI, VADODARA, GUJARAT, INDIA)

OBJECTIVE :

- I am a motivated, adaptable and responsible Post-graduate seeking a position of a **COMPANY COORDINATOR or PUBLIC RELATION OFFICER / OFFICE ASSISTANCE** at your concern.
- My objective to join your concern to grow in every aspect than my present & to contribute my skills for the grown of your company in every possible aspect.

SKILLS:

➤ **Language Skills:**

- ✓ I am able to speak, read and write in English, Bengali and Hindi fluently. I am also able to understand Gujarati.

➤ **Computer/Software Skills:**

- ✓ **Adobe Certified on Adobe Photoshop CS5.5.**
- ✓ CorelDrawX6 | | Adobe Photoshop(CS5.5) |
- ✓ Microsoft Office (Word, Excel, Access, and PowerPoint) etc.
- ✓ SAP

CORE SKILLS :

- ✓ Excellent communication skills in written and spoken English.
- ✓ Data oriented and self-starting.
- ✓ Soft spoken, debonair and disciplined.
- ✓ Possess positive attitude.
- ✓ Adapting quality with the changing need.
- ✓ Pleasant and convincing personality.

EDUCATIONAL QUALIFICATION :

UNIVERSITY/COLLEGE/SCHOOL	EXAMINATIONS	YEAR OF PASSING	DIVISION
RABINDRA BHARATI UNIVERSITY KOLKATA	M.A. ENGLISH LITERATURE	2014	2 ND
CALCUTTA UNIVERSITY {NARASINHA DUTT COLLEGE}	B.A. ENGLISH LITERATURE	2012	2 ND
W.B.C.H.S.E. {JHAPORDAH DUKE INSTITUTION }	HIGHER SECONDARY (SCIENCE)	2008	1 ST
W.B.B.S.E. { NEHRU BALIKA VIDYALAYA }	SECONDARY	2006	1 ST

EXTRA CURRICULUM ACTIVITIES:

- I am trained (**DIPLOMA**) from **BRITISH COUNCIL, KOLKATA** (September, 2011) on **GLOBAL SPOKEN ENGLISH, ENGLISH LANGUAGE AND COMMUNICATION** skills and qualified with Excellent Grade.
- I am also trained from **BRITISH COUNCIL ON PROJECT MANAGEMENT** (Individual as well as in Group), News Anchoring, Group Discussion etc.
- I am trained (**DIPLOMA**) from **ARENA ANIMATION, CHOWRINGHEE**, Kolkata, on **GRAPHICS AND WEBSITE DESIGNING.**
- I am also a **SANGEET BISHARAD** (a Degree equivalent to Graduation) from Prachin Kala Kendra, Chandigarh, on both **Kathak and Rabindra Dance.**

WORK EXPERIENCE : (TOTAL WORK EXPERIENCE : 10 YEARS)

NAME OF THE CONCERN/COMPANY	POST/ROLE	PERIOD	DURATION
1. AIRRO ENGINEERING CO. GIDC INDUSTRIAL ESTATE MANJUSAR, SAVLI VADODARA, GUJARAT.	OFFICER COMPANY COORDINATOR	06-03-2018 TO PRESENT DAY	5 YEARS & 4 MONTHS
2. ASIAN LIFECARE PVT. LTD. SHAH INDUSTRIAL PARK - II, LAMDAPURA, MANJUSAR, VADODARA, GUJARAT.	OFFICER COMPANY COORDINATOR & GRAPHICS DESIGNER	01-11-2017 TO 28-02-2018	4 MONTHS
3. K.J. VIDHYAMANDIR, (ENGLISH MEDIUM) SAVLI, VADODARA, GUJARAT.	TEACHER , ASSEMBLY HEAD & AUTHORISED PRINCIPAL (IN ABSENCE OF PRESENT PRINCIPAL)	16-08-2016 TO 13-10-2017	1 YEAR & 2 MONTHS
4. URMI SCHOOL& HOSTEL SAMA, VADODARA, GUJARAT	ENGLISH LANGUAGE TEACHER ASSEMBLY HEAD EXAMINATION INCHARGE	23-02-2015 TO 10-08-2016	1 YEAR & 6 MONTHS
5. SHINE INSTITUTE OF ADVANCED STUDIES DOMJUR, HOWRAH, KOLKATA, WEST BENGAL	H.O.D. OF ENGLISH DEPT., H.R. & PERSONALITY DEVELOPMENT OFFICER	01-10-2012 TO 31-01-2015	2 YEARS & 3 MONTHS
	GRAPHICS DESIGNER AND MENTOR	01-10-2012 TO 31-01-2015	
6. MR. S.K. GHOSH FOR HIS CONCERN (L.I.C.I.) HOWRAH, KOLKATA, WEST BENGAL	PUBLIC RELATION OFFICER	01-05-2010 TO 31-05-2012	2 YEARS

- I also worked as a dance teacher for a School named Kishalay Vidya Bhaban in Dafarpur, Domjur, Howrah.
- I became a judge in a dance competition in Vivek Chetana Utsav, organised by Dankuni Municipality, Govt. Of West Bengal.
- I arranged many science exhibitions and projects and seminars under the supervision of my school teachers and have worked as a cashier, team leader and manager in different programs during my school days.
- I was a part of the college seminars and also worked as a host and during copious seminars throughout my precious years at college I gained experience in discussing and debating various topics and persuading others to make a transition to my way of thinking.

PRESENT JOB RESPONSIBILITY :

- Preparing & presenting products, manufactured & supplied by our company.
- Arranging meeting with clients along with the directors & management team.
- Hoisting Weekly general meetings with management & other staff & presenting status of the live orders & schedule next action.
- Conducting DAILY GEMBA MEETING with key persons of each dept.
- Preparing MOM's INTERNAL & EXTERNAL meetings with team & clients.
- Conducting & handling industrial visits of college students
- Monitoring records of JOB, Service & AMC orders
- Purchase order processing to team
- Inquiry to dispatch internal & external coordination for all orders in every stage (like in Advance payment, design approval, inspection call, payment follow up & confirmation before dispatch, dispatch clearance from client, transportation confirmation from client , smooth delivery at client's site etc.)
- Daily dispatch planning & logistic coordination with accounts, logistic & store & process for documentation with all data to accounts.
- Daily mail check & communication with customers on official mail ids of company & revert them accordingly or divert the mail to respective dept.
- Payment follow up as per order terms for all orders
- Visiting ITI colleges & scheduling interview program
- Responding to website inquiries as required & forwarding to respective dept.
- Responding to Client's complaint & resolving as required & forwarding to respective dept.
- Monitoring advertisement designs for websites social media & promotions
- Arranging & hoisting personality development program & motivational seminars for Employees
- Attending visitors & resolving their issues
- Preparing quotations (if needed) SAP system / excel sheet
- Maintaining & sharing government documents etc.

PRESENT SALARY :

Rs. 34,720/- (MONTHLY)

+ PETROL ALLOWNS + DIWALI BONUS+ LEAVE (30 DAYS)

EXPECTED SALARY :

Rs. 40,000/- (MONTHLY)

+ OTHERS

DECLARATION :

I here by declare & confirm that the above mentioned data & information is correct to the best of my knowledge.

WITH BEST REGARDS :

**SOUMALI GHOSH KUMAR
VADODARA, GUJARAT, INDIA.
M :+91 8128188677**