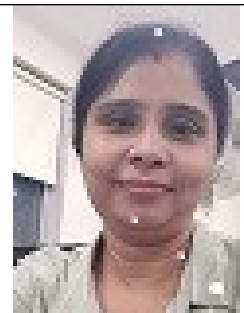


**Mrs. SUBHRA DASGUPTA**  
**C/O Smt. Puspa Dasgupta**  
10 A, Anandapally .  
P.O-Jadavpur University  
Kolkata-700032  
E-mail- [ana\\_subh@yahoo.co.in](mailto:ana_subh@yahoo.co.in)  
Cont. No- 9163042573/8910138949



### **OBJECTIVE:**

- To grow with the organization through hard work and application of mind.
- Goal-Oriented Senior Executive with Twenty Years' experience with Leadership of HR /Admin / Back-Office Operations / Cheque processing/ operating Oracle/ MIS analyst, obviously successful at my sight

### **PROFESSIONAL SUMMARY:**

Overall work experience for Twenty years One month of handling HR /Admin / Back-Office Operations / Cheque processing/ operating Oracle/ MIS analysis in EXCEL etc.

### **PROFESSIONAL EXPERIENCE:**

At Present Poonawalla Fincorp Limited (Previously Known as Magma Fincorp Ltd) from May 2010 to till now as a Senior Executive in the Legal Department, base location- Central Legal Office Kolkata.

#### **Job Responsibility Specialist:**

- MIS Analysis, Court Documents Checking for Further processing, report generating etc.
- Maintain daily front office operations, including greeting clients, responding to all concern person.
- Developed and implemented a well-organized filing system and introduced effective scheduling techniques, which increased productivity by 48%.
- Control all office expenses and cost
- Established workflow processes, monitored daily productivity, and implemented modifications to improved efficiency of 15% to 20%
- Preparing, organizing, and storing information in paper and digital form
- Dealing with queries on the phone and by email.
- Arranging post and deliveries.

#### **Surabhi Development Project Pvt. Ltd, from January '2007 to April' 2010 as Regional Admin & HR Co-Ordinator**

##### **Job Responsibilities:**

- Recruitment part till 2<sup>nd</sup> Level.
- Handling Pay Roll structure of all branches
- Recruitment part till 2<sup>nd</sup> Level.
- Salary fixation with selected candidate.
- MIS Tracker
- Coordinating with EMCT location for pay structure, pay slip,
- Handling Executive details in East Zone (Merchant Services), Retail & Key
- Supervision of day-to-day activities of the Executives.
- Handling A Team
- Updating the salary account
- Coordinating with Out Station location for any kind of requirement regarding (Telephone,infrastructure)
- Supervision of day-to-day activities of the Supervisor.
- Handling all the Vendors & Vendor's claims.
- Handling the Infrastructure.

#### **I-Solutions (I) PVT Ltd CREDIT CARDS DEPT. from 1<sup>st</sup> January 2004 to December'06 as senior sales support executive for Kolkata location**

- Job Responsibilities:**
- Backend activities comprising of Maintained Records for Credit Cards behalf of ICICI Bank Ltd.
  - Customer Point Verification
  - DOCUMENTS CHECKING

- DIP CHECKING
- MIS
- Maintaining relationship with merchants and following new sign up as well as retaining existing on the customer.
- Administration
- Backend activities comprising of Maintained Records for Business Cards behalf of ICICI Bank Ltd.
- MIS Salary sheet justification, VSTS & RCU
- Petty cash, Claim part, Billing & Memo
- All infrastructure
- Cost Sheet prepare of all products.

**Worked with CITI COLLECTION OF (I) PVT LTD. AS A “TELLER CUM SYSTEM SUPERVISOR”. (Associated with Collection’s activities of ICICI Bank, AMERICAN EXPRESS Bank, CITI Corp, HSBC Bank, ING VYSYA Bank, IDBI Bank, ABN-AMRO Bank, GE-COUNTRY WIDE, APEEJAY BANK.) From Jan-2003 to December 2004.**

### **Job Responsibilities:**

- Handling MIS of customer transaction & sales report
- Cash handling & forward the respective BANK.
- Maintained Records, Billing Control, receipt book reckon & MIS for Credit Cards collections
- Data entry of credit card payments of ICICI Bank Ltd.

**GEN-X Associate (Associated with Direct Sailing Agencies of CITI Bank) From July-2002 to DECEMBER -2002 as Tele-Marketing Executive (Post) in Kolkata location.**

### **Job Responsibilities:**

- Taking care of various Queries and handling presentation of cheques for CITI Bank N.A.
- Maintaining Records, Control & MIS for heavy vehicle loans CITI Bank N.A.
- Taking care of various Queries and handling presentation of cheques for CITI Bank N.A.

### **Academic Qualification**

<b><u>Examination</u></b>	<b><u>Board / University</u></b>	<b><u>Year of Passing</u></b>
M.B. A for (HR)	SIKIM MANIPAL UNIVERSITY	2014(Pursuing)
B.A Education (Honors) (University of Calcutta)	Vijoygarh Jotish Roy College	2002
Higher Secondary	Jadavpur Sammilita Balika Vidyalaya	1999
Secondary	Jadavpur Sammilita Balika Vidyalaya	1997

### **Professional Skill**

#### **CMC (1 Year): -**

#### **Software Learnt: - (Certificate Course in Information Technology) Grade – (A-Group)**

DOS, WINDOWS, MS OFFICE- WORD, EXCEL, POWER POINT  
(Certificate course in Diploma) Grade- (B Group)  
C, C++, UNIX

#### **Project Work: -**

1. (IT) - Hotel Dreamland
2. (For CUCC) – Hotel accommodations

#### **Interests:**

Games, Art, Music, and Social Work.  
Music: Diploma in Geetoprova Upadhi (Bengal Music College)  
Art : Diploma in Ankan Bivakar (Bangiya Sangeet Parishad)  
Acting: Participated in School Dramas regularly.

#### **Languages Known:**

English (speak, write, Read)  
Bengali (speak, write, Read)  
Hindi (Speak, Read)

### **Personal Details:**

Date of Birth: 04.01.1980  
Father's Name: Late Arabinda Das Gupta  
Husband's name: Mr. Gautam Das

Place: Kolkata

(SUBHRA DAS GUPTA)