

RESUME

SHUBHRA DEB

CAREER OBJECTIVES

To pursue a career in a competent organization, holding a responsible position, which would enhance my professional skills to work and thus enable me to curve on winning edge in an organization.

EDUCATIONAL QUALIFICATIONS

- SSC from C.B.S.E. with 78% marks. (Raisina Bengali School, New Delhi.)
- HSC from C.B.S.E with 72% marks in 1999. (Raisina Bengali School, New Delhi)
- B.Com (H) from Delhi University in 2002. (Dayal Singh College, New Delhi)
- Currently pursuing, 2 Year PGDBA. From Narsee Monjee Institute of Management Studies

PROFESSIONAL QUALIFICATIONS

2003 Post Graduate Diploma in Office Management(1 Year)
from New Delhi Y.M.C.A. with 77% Marks.

COURSE CONTENTS

Business English Communication, Computers, Shorthand, Typing, Financial Management, Human Resource Management, Organizational Behavior, Corporate Mangement etc.

PROJECT WORK

- ❖ Human Resource Management.

Work Experience: 9 Years

COMPANY : HCL Technologies (2016 till now)

DESIGNATION : Associate Manager
(Executive Assistant to SVP and CIO)

Job Details:

DESIGNATION : Associate Manager
(Executive Assistant to SVP and CIO)

- ✓ Managing the calendar of CIO and SVP and taking care of his meetings, teleconferences, VC etc and maintaining the timeliness of the same.
- Reminding the CIO and SVP regarding his important meetings and events in advance.
- ✓ Making national and international travel arrangements for the CIO.

- ✓ Making Travel Expenses reports and claiming various expenses on behalf of the CIO. Following up with the Finance team for timely settlement of the claim.
- ✓ Handling mails and correspondences independently.
- ✓ Organising various events of CIO office and registering the CIO for various events.
- ✓ Ensuring smooth flow of communication and maintaining coordination between various departments, vendors and customers.
- ✓ Providing timely follow ups of important administrative matters related to CIO office.
- ✓ Keeping an eye on the overall housekeeping of the CIO office.
- ✓ Keeping a regular check so that the various equipments of CIO office are in proper working condition.
- ✓ Booking meeting rooms for the CIO and SVP for important internal and external meetings and keeping a watch so that the equipments of meeting are room are in order and its overall neatness is properly maintained keeping the requirements of the various meetings of the CIO.
- ✓ Arranging for corporate lunch and dinner for various important meetings and taking care of the logistics.
- ✓ Keeping the CIO and SVP updated regarding the important happenings related to his office during his business travels.
- ✓ Maintaining confidentiality of important business and managerial data.
- ✓ Keeping records of various business data and maintaining business and personal files of the CIO office.
- ✓ Taking care of the new joiners of the CIO office and help them to settle down with their initial requirements.
- ✓ Preparing various reports for the CIO regarding critical and confidential business data, budget of CIO office related to various events/requirements of CIO office and other important data as and when required by the CIO from time to time.
- ✓ Work closely with GIT team and looking after the overall process of Invoice processing. Find out the reasons which are causing delay in SLA violated cases, working with the team and preparing reports from time to time, fast track the process so that the cases are closed on time and the payments are received by the vendors. Access the SAP, capex and Neon applications and track important data related to invoice processing, compile and collate the same and prepare the reports for the reference of the management. Follow up with vendors and different teams and help in the closure of the cases.
- ✓ Working with GIT team and helping the tracking important capex's, their approvals and making reports on the same for the management.

Working the GIT Operations Team (A team under CIO)

DESIGNATION : Associate Manager

1. Working on Link Renewals:

- Finalizing the renewal inventory of links owned by GIT and used by Project (for each quarter by compiling the data available in the system in various forms and discussing the same internally within the team and with sourcing team.
Sending Renewal mails to all the projects mentioning the expiry date of the links and get their confirmation regarding extending/renewing or disconnecting the links in future. Help the project to raise capex by providing the necessary information and support and sharing the same with the sourcing team so that timely renewal/extension/disconnection of the links may take place. Following up with the

projects to ensure that the required information is shared with approvers and capex closes on time and renewal process is completed on time.

- Any kind of complication in renewal, necessity to change the vendor for better discount or other issue not favorable to the organization, vendor issue in disconnection, discussing internally and sourcing team, escalate and help to resolve the same on time so that appropriate action may be taken on time to prevent business losses.
 - Preparing the inventory of links owned and managed by GIT team. Sending renewal mails to technical SPOCs which are going to expire every quarter, get renewal confirmation and utilization reports from them, analyze the utilization reports, checking if the links reaches its optimum level of utilization. If the utilization is within the threshold and SPOC shares renewal confirmation, raising capex to renew the same. If the utilization is below threshold for above threshold, recommend downgrade/upgrade, get the quote from Sourcing team and raise the capex. Following up the approval process and help the capex close well on time. In case of disconnection, share the details internally and with sourcing team and ensure timely disconnection. Escalating to sourcing team and management regarding various complications which may lead to delay in the renewal process and take necessary action from time to time as per the guidelines to avoid business losses and avail vendor discounts.
 - Coordinating between the projects, the technical SPOCs, the management, the Finance team and the sourcing team and help to reach important renewal decisions by reaching in conclusions and timely renewals.
2. Preparing various reports and trackers: Preparing reports related to renewals showing the positions of various capex's and keep the management updated related to various developments and issues in renewals from time to time, preparing trackers related to invoice processing based on the inputs received from various users and system and ensuring timely closure of invoices and highlighting the issues, preparing monthly scorecard dashboard touching upon the various aspects of the team like team performance, achievements, challenges and important tasks performed, preparing trackers related to SRCs released and tracking them till CROs are released against them, tracking the movement of vendor order form till closure and maintaining tracker for the same.
 3. Keeping an eye on overall administrative needs of the operations team and help to ensure timely closure of important administrative issues as and when required.

COMPANY : Bharat Forge Limited, Pune

DESIGNATION : Officer (Secretary to Kalyani Group CFO)

PERIOD : Since September 2012 till March 2013

JOB PROFILE

- ✓ Managing the office of the Group CFO.
- ✓ Making national and international travel arrangements for the Group CFO including visa processing, arrangement of Foreign Exchange, booking of accommodation and transportation etc.

- ✓ Handling mails and correspondences independently.
- ✓ Arranging meeting, fixing important appointments and maintaining the calendar of the Group CFO.
- ✓ Accessing the mails of the Group CFO and taking care of important administrative issues.
- ✓ Providing timely follow-ups to the Group CFO regarding important administrative matters.
- ✓ Maintaining and updating records of various business data.
- ✓ Preparing Expenses Reports for the Group CFO related to his personal and official travel and keeping overall records of Expenses.
- ✓ Maintaining confidentiality of various administrative and managerial matters.
- ✓ Maintaining various official and personal files of the Group CFO.
- ✓ Keeping a track of various administrative and managerial processes and maintaining the timeliness and effectiveness of the same.
- ✓ Keeping an eye on the overall housekeeping of the CFO's office.
- ✓ Making necessary arrangements for important national and International guests and VIPs coming to meet the Group CFO.
- ✓ Maintaining the overall coordination between various departments and regional offices.
- ✓ Taking care of important issues in the absence of the Group CGO and keeping him informed regarding the important happenings in the organization.

COMPANY : Demag Cranes and Components (I) Pvt. Ltd, **Pune**

DESIGNATION : Assistant to National Sales Head

PERIOD : Since June 2011 till April 2012

JOB PROFILE

- ✓ Managing the back office of the National Sales Head.
- ✓ Compilation of various business data related to projections, forecasting, etc. from various regions and preparing reports and assisting in making presentations.
- ✓ Handling correspondences and mails independently on behalf of the NSH.
- ✓ Arranging for various major Sales Meets and events happening in the organization and maintaining the overall coordination regarding the same.
- ✓ Providing timely administrative follow-ups to the NSH regarding important administrative matters.
- ✓ Maintaining contacts with various customers and helping in enhancing the goodwill of the company.
- ✓ Maintaining records of various business data. Keeping a track of overall status of various opportunities by going through the CRM and SAP records.
- ✓ Keeping a track of various Sales processes and maintaining the timeliness and effectiveness of the same.
- ✓ Arranging meetings, preparing the Minutes of the meetings, circulating them and keeping a track of their status from time to time.
- ✓ Making national and international travel arrangements for the NSH.
- ✓ Preparing Expenses Reports for the NSH and keeping overall expenses records of the regional Sales offices situated all over India.
- ✓ Maintaining confidentiality of various administrative matters.
- ✓ Maintaining various official and personal files of the NSH.

- ✓ Maintaining the overall coordination between various departments and regional offices.
- ✓ Taking care of important issues in the absence of the NSH and keeping him informed regarding the important happenings in the organization.

COMPANY : Kirloskar Brothers Ltd, **Pune**

DESIGNATION : Secretary to Associate Vice President
(Irrigation Department)

PERIOD : Since June 2008 till June 2009.

JOB PROFILE

- Taking dictation and handling correspondences independently.
- Providing regular and timely follow-ups to the AVP regarding important administrative matters.
- Compilation of important business data and providing assistance in making Departmental Presentations.
- Maintaining and updating of records from time to time.
- Making arrangements for business tours of the AVP and keeping him informed regarding the important issues and take decisions or action in certain urgent matters in his absence with his guidance.
- Preparing Tour Expenses Report through SAP.
- Handling certain HR activities like coordinating in fixing the interviews of the candidate with the AVP, helping him out in fulfilling certain joining formalities, introducing him with his colleagues, looking after his official requirements, etc.

COMPANY : Electronica Machine Tools Ltd., **Pune.**
(A Global company manufacturing in sophisticated hi-tech
Machine - tools used for engineering, manufacturing and plastic
molding purpose.

DESIGNATION : Secretary to Associate Vice President
(International Business Development Division)

PERIOD : Since December 2007 till June 2008

JOB PROFILE

- Drafting letters and handling correspondences independently.
- Assisting the AVP in handling various issues related to exports.
- Helping in processing of visa.
- Making arrangements for business visits of the AVP and other personals of the department both within India and foreign countries including arrangement for ticket booking and hotel booking.
- Making arrangement for visits of foreign guests and important business personals, fixing their appointments with the AVP and maintaining overall communication with them.
- Preparing Quotations and Performa Invoices.

- Providing regular and timely follow-ups to the AVP regarding important administrative matters.
- Fixing appointments for AVP with business partners & Vendors.
- Maintaining official and personal files of AVP and updating them from time to time.
- Maintaining C.R. M. data and helping to enhance the goodwill of the company by maintaining effective business communication with various foreign clients and esteemed customers and dealers from time to time.

COMPANY : Universal Spices Pvt. Ltd., **Pune**
 (Known with the brand name 'Rasoi Magic')
 DESIGNATION : Executive Assistant to M.D.
 PERIOD : Since July, 2006 till April 2007.

JOB PROFILE

- Drafting letters and handling correspondences independently.
- Assisting the M.D. for setting KRAs for Top Management staff.
- Assisting on making of short-term and long-term goals plans.
- Providing regular and timely follow-ups to the M.D regarding important administrative matters.
- Fixing appointments for MD with business partners & Vendors.
- Arranging departmental and Top Management meetings and maintaining Minutes of the meeting.
- Arranging various important departmental meetings, preparing the MOM, circulating them and keeping a track of their status from time to time.
- Maintaining C.R. M. data and keeping an eye on the overall housekeeping of the office.
- Maintaining official and personal files of MD and updating them from time to time.
- Maintaining proper flow of communication and instructions between Top level, middle level and bottom level Management as well as interested business personals.
- Making arrangement for business visits of the MD and preparing his schedule for the same.
- Handling certain H.R. matters like recruitment, induction, joining formalities in the organization.
- Maintaining confidentiality of various administrative matters.
- Handling certain confidential recruitments and other HR activities in the absence of HR.

ORGANISATION : Central Social Welfare Board, New Delhi (An NGO with its branches all over India)

DESIGNATION : Secretarial Assistant

PERIOD : From October 2003 to December 2004
 (Reporting to the Deputy Director)

JOB PROFILE

- Taking Dictation and transcribing them.
- Drafting Letters and handling phone calls.
- Maintaining data for incoming and outgoing documents.
- Providing required information to the outsiders.

- Making arrangements for organising meetings and preparing minutes of meetings.
- Regular updating of existing data.
- Preparing Sanction, Acceptance and forwarding letters.
- Maintaining files and helping in maintenance of Attendance and of employees.
- Looking after the overall maintenance of the department and taking hold of the department in absence of the Officer.

EXTRA-CURRICULAR ACTIVITIES

- Passed 4 Year Senior Diploma in Classical Music from Gandharva Mahavidyalaya, New Delhi.
Participated and organized various cultural programs on various occasions and was associated with a cultural group “Anandam” at Pune.
- Participated in various painting competitions and received several awards.

PERSONAL DETAILS

Date of Birth : 9th March 1981
 Correspondence Address : E-1005, Civitech Sampriti, Sector-77, Noida-201301.
 Mobile No. : 7042744522/9910448905
 E-Mail ID : shubhradeb9@rediffmail.com/shubhradeb@gmail.com

Linguistic Proficiency : English, Hindi and Bengali

Interests : Painting, Singing, Reading books, Traveling,
 Playing Badminton and Carom, Enjoying with family
 and friends.

Strengths : Sincere, dedicated, knack for imparting quality
 services, good organizing and managing skills,
 inclination towards tasks involving creativity, ability
 to handle multitasks together.

REFERENCES

- ✓ Mr. Aditya Mandal (Brother) - Working with Dell Services as Senior Software Engineer, Head Office- Noida. (Mobile No.9818640478)

Mr. Dhanya Kumar Chordia (Ex-Boss) - M.D. of Universal Spices Pvt. Ltd. Pune.
 (Mobile No. 9011034345)

Ms. Deepanjali Das (Friend) – Ex HR and Admin Head –Triplan India Pvt. Ltd., Pune
 and an entrepreneur at present (Mobile No. 9890028483)

Date:

SHUBHRA DEB