



ANUPAM SARKAR

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CAREER OBJECTIVE:

To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.

PROFESSIONAL SYNOPSIS

- ▶ *Result Oriented Professional possessing nearly 15 Years Experience in Career.*
- ▶ *Hardworking, Competent & Efficient.*
- ▶ *Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.*
- ▶ *Capacity to make balance between personal and professional life.*

COMPETENCIES:

- *Appointment Coordination*
- *Communications*
- *E-Mail Management*
- *Manager Support*
- *Meeting Planning*
- *Project Management*
- *Team Work*
- *Task Management*

EMPLOYMENT SCAN :

Name of t Company.

**AFZ INFOTEL
(CALL BLOCKER)**

Designation

Executive

From Jan 2020-till now

ROLE&RESPONSIBILITIES:

- *handling inbound and outbound calls and convincing the customer about the product accomplishing the job. (UK Shift)*

EMPLOYMENT SCAN :

Name of t Company.

**JEENA. SHIKHO
(AYURBEDIC SANGTHAN)**

Designation

Health Care Executive

From Aug 2020-Dec 2020

ROLE&RESPONSIBILITIES:

- *handling calls from patients and making entry on data base. Follow-up of treatment prescribed from beginning until the same of being treated completely.*

EMPLOYMENT SCAN:

Name of the
Company
Designation
Duration

**CHOICEST ENTERPRISES LTD.
SR. Captain (F& B Services)
From. April 2014 to Feb 2020**

ROLES & RESPONSIBILITIES:

- *Maintains inventory for handling corporate audit*
- *Maintaining ISO related accountability with full fledged performance.*
- *Taking order servicing and focusing on target sale to achieve.*
- *Checking important mail and reverting with skilful manner.*
- *To control the junior staff with bold and considerate but systematic way*
- *Taking everyday briefing for manner - grooming and hard working for ultimately achieving the target.*
- *All cashiering and taking cash and card entry in software as per company provided.*
- *Maintains daily attendance and also roster making for all staff.*
- *Responsible for all order punching for regular guests also for swiggy, zomato and ubereats.*
- *Calling customer for birthday wising and greeting.*
- *Keeping the track for documents for void, discount and NC for facing audit with honesty.*
- *Taking workload pressure in any circumstances.*
- *Making presentation for boss.*
- *Collecting of Guest Data from Software for listing of guests besides regular guests.*
- *Making draft for permission as per requirement.*
- *Maintains all computer works when and where needed.*
- *Knowledge of software as per company provided.*

EMPLOYMENT SCAN:

Name of the Company
Designation
Duration

**BENGAL AMBUJA HOUSING DEVELOPMENT
LIMITED.
Executive (Administration)
From July'2009 to APRIL 2014**

ROLES & RESPONSIBILITIES:

- *Maintains supplies inventory by checking stock to determine inventory*
- *Anticipating needed supplies*
- *Placing and expediting orders for supplies*
- *Verifying receipt of supplier*
- *Contributes to team effort by accomprojing related*
- *Results as needed*
- *Maintains workflow by studying methods*
- *Implementing cost reductions*
- *Creates and revises systems and procedures by analyzing operating practices*
- *Recordkeeping systems, forms control, office layout*
- *Personnel requirements; making contracts of all vendors*
- *Preparing daily MIS reports, maintaining records of all assets receiving and dispatching from stores & its inventory*
- *Maintaining admin stationeries dispatch its records in register and timely ordering as for stock availability*
- *Maintaining records of couriers register (outgoing and incoming), responsible for timely repair and maintenance of all types of office equipments, supervising house-keeping works, besides*
- *Handling admin accounts booking hotels, railways and flights tickets and making its reconciliation statement and submitting to accounts dept. on time*
- *Moreover; conference rooms booking for any meeting or board-meeting with complete set-up, daily mailbox checking and immediate reverting judiciously and precisely composing with reminders and follow-up.*

EMPLOYMENT SCAN:

Name of the Company

BENGAL AMBUJA HOUSING DEVELOPMENT LIMITED.

Designation

Secretary

Duration

From July'2008 to July'2009

ROLES & RESPONSIBILITIES:

- *Making all kinds of drafts, taking notes and incorporating data into different segments while suggested,*
- *Sending mails by various formats on its own, maintaining different bills, scheduling for different meetings, fixing up appointment with consultants or any other company's honourable post holders and others.*
- *Filing documents in a correct shoot. Implementing idea for better take-over in any aspects i.e.*
- *Which documents are important for Boss or vice-versa for taking immediate choice, done accordingly To take corrective measures for accomplishing all works perfectly,*
- *Making presentation, consistency and patience keeps me through to the level of reaching for making all sorts of computer works very comfortably or in any deeds.*
- *Maintaining registers for dispatching or receiving. Following-up with agents, consultants and office seniors*

Name of the Company

**M/S. DOSHION LITIMITED (KOLKATA).
(WATER TREATMENT MANAGEMENT).**

Designation

Executive (Administration)

Duration

From July'2007 to July'2008

ROLES & RESPONSIBILITIES:

- *Building up a leadership quality through Administration, All types of works related to above mentioned*
- *Done according to pre-planned way, works followed up until ends, all types of computer works arranged with the help of Microsoft word, Excel, Power Point, and email also and so on and so forth*
- *Making presentation, checking mail and responding to the mail with good writing skill*
- *Making departmental DRSM for Budget, accounting, Tracking, recording and filing important documents*
- *Making customer relationship through communication skill, helping the subordinates with methodical work-support, usually helping colleagues or juniors with proper implementation of idea and knowledge besides, tickets booking, meeting scheduling, MIS report collection, Working on Magazine for business dealing, house keeping like guest house*
- *Office maintaining, Billing record, register maintaining, Outdoor duty for documents collection & visiting and dealing people as per work order and developing working judiciary within the organization with attitude and perseverance.*

Name of the Company

DET NORSKE VERITAS AS (DNV- A MULTI NATIONAL CO-An international accredited registrar.)

Duration

**Designation Office Secretary
From March'2005 to July'2007**

ROLES & RESPONSIBILITIES:

- *Maintain daily records of attendance of staff members, assist in secretarial work, Hotel Booking, Train Ticket Booking for Official Personnel through travel agency*
- *Register maintaining, Dispatch of Courier & maintaining the entire courier register*
- *Quotation making for ISO Certification such as QMS, OHSAS, EMS, IMS, supervising Telephone, Fax & Xerox operation*
- *Emailing, Customer Dealings & Public relationship*
- *Maintaining mail & file records*
- *Audit Scheduling, Involvement in the Training Programme for ISO Certification and also making invoice in the concert that is programming soft ware in this company.*

EMPLOYMENT SCAN:

Name of the Company

NET SOLUTIONS PVT.LTD.

Designation

DATA ENTRY OPERATOR

ROLES & RESPONSIBILITIES:

- *Managing and rectification of data for various schedules maintained as records by Scanning*
- *Copying and filing of documents/schedules after and before data management.*

EMPLOYMENT SCAN:

Name of the Company
 Designation
 Duration

HONG KONG BANK (FROM).
 SALES EXECUTIVE
 From Dec' 1998 to Dec'1999

ROLES & RESPONSIBILITIES:

- *Attending Customers to Different Companies and influence them to get interested for filling up the forms enclosed herewith the needed documents and accomplishing the target given.*

SCHOLASTICS:

2003 *Completed Special B.A. (English) from Calcutta University.*
 1998 *Completed B.Com from Calcutta University.*
 1996 *Completed Higher Secondary Examination from W.B.C.H.S.E Board.*
 1994 *Completed Secondary Examination from W.B.B.S.E Board.*

TECHNICAL SKILLS:

- ❖ *Typing (English) 40 w.p.m.*
- ❖ *Shorthand.*
- ❖ *Proficient in Windows,*
- ❖ *MS DOS, Windows 97, 98. MS-Office (MS Word, MS Excel, MS PowerPoint & MS Access),*
- ❖ *Page Maker (6.5),*
- ❖ *Corel Draw Photoshop and all Internet Browsers*

STRENGTHS

- ✓ *Good Communication Skill.*
- ✓ *Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.*
- ✓ *Sincere & Hardworking.*
- ✓ *Comprehensive problem solving abilities.*
- ✓ *Good Leadership Skills.*

HOBBIES:

- ❖ *Traveling*

PERSONAL DOSSIER:

Date of Birth : 27th March'1976
 Gender : Male
 Languages Known : Bengali, Hindi & English
 Address : ANDUL, 1ST BYE LANE HOWRAH
 711109

Declaration - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.

Date: _____

Place:

(ANUPAM SARKAR)