

Pallavi Roy

DB Block, Street Number 296, Newtown, Kolkata-700106
96749 20695 • pallaviroy.roy22@gmail.com

Objective

Administrator with a 3.5 years experience in recruitment, office management and auditing. Pursuing an aspiring and passionate career in this field wherein I can use my past experiences and knowledge constructively in the development and well being of the company

Career Overview

Administrator

February 2019- Present

Drishna Infotech Pvt Ltd

- Working as Administrative Head and Auditor for the company
- Auditing projects for Australian Govt. Programs.
- Handling client concerns for different projects.
- Leading the management team, providing office support.
- Managing recruitments and interviews for hiring.
- Expertise in Dataforce and Ms Excel.
- Data reporting via Ms Excel.

Web Consultant

August 2018 to January 2019

Acuity Software Service Pvt Ltd

- Provided clients all over the world with different websites for their businesses and also helped them maket their business on social media platform

Education

Bachelors Of Arts (English Hons)

Jun 2013- jun 2016

Bidhannagar College, Salt Lake

- Specialized in English Literature and Language

Humanities

2013

St. John's Diocesan Girls' H.S. School

- Graduated Senior High School in humanities

Other Activities

- Completed a course in Graphics and Logo designing. I enjoy painting, traveling, listening to music and sharing a great meal with friends.

Skills

Team Management Client Dealing Good analytical and planning skills. Good Accuracy and attention to details. Excellent problem analysis. Excellent judgement according to the situation.