

PAROMITA GHOSH

BACK OFFICE EXECUTIVE

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32/C, Sarat Ghosh Street Kolkata, West Bengal-700014.India

PROFILE SYNOPSIS:

More than **7 years' Experience of Back Office Executive** are shorting the correspondence, implementing and optimizing procedure.

Gathering & Processing research data.

Assisting & coordinating with sales team & front office team.

Organizing staff meeting.

Performing basic **admin duties including printing, emails, ordering** office supplies.

Processing company receipts, invoices & bills.

Assisting & supporting management.

ACADEMIC

QUALIFICATION:

2015: Bachelor of Science:

Calcutta University
Rani Birla Girls' College.
Specialization-Geography.

2012: Higher Secondary:

West Bengal Council of Higher Edu.
Loreto Day School, Bow bazar.
Stream-Arts.

2010: Secondary:

Indian Certificate of Secondary Education Examination(ICSE)
Loreto Convent Entally School.
Stream-Science.

PERSONAL DETAILS:

Name: Paromita Ghosh

Mother's name: Late Mina Ghosh

Father's name: Mr. Prabir Kr Ghosh

Date of birth: 30th May, 1993

Marital status: Married

Sex: Female.

Nationality: Indian.

Cast: OBC

CAREER OBJECTIVE:

Passionate yet organized Back Office Executive with seven years' experience in Back Office Department. Acquired key skill sets and established work values as follows:

- Active learner and effective communicator – Practices good judgment and discretion while working closely with sales managers, firm's internal departments and customers.
- Outstanding communication skills – Ability to convince while maintaining professionalism.
- Multi-task effectively – Prioritize independently and meet tight deadlines at all costs.
- Proficiency in computers – Proficient in PowerPoint, Excel and Word.

Eager to put best foot forward to learn and develop skill.

WORK EXPERIENCE:

August 2020-Till date with **Dp Ahuja & Co, Kolkata as Back Office Executive.**

Key Deliverables -

- Assist Team Manager of patent div. with administrative tasks- Reminder letter drafting/Subsequent Filing.
- Review general administrative process and make efficient improvements to drive work efficiency and process.
- Providing support and assistance to subordinators and management.
- Working directly with our Managers to assist and support in their daily responsibilities.
- Writing up all administrative correspondence of superiors.
- Assist to help organize sales promotion campaign.

March 2018 – July 2020 **PAB Engineering Works Pvt. Ltd, Kolkata as Sales Coordinator**

Key Deliverables -

- Handling customer enquiries whilst providing a high quality of service to each caller.
- Writing up accurate and grammatically correct sales correspondence.
- Tracking sales orders to ensure that they are scheduled and sent out on time.

Contd.

DECLARATION:

I, Paromita Ghosh do hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Paromita Ghosh

- Ordering and ensuring the delivery of goods to customers.
- Supporting the field sales team.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Organizing sales promotional campaigns.
- Contacting potential customers to arrange appointments.
- Completing the administrative needs of the Sales Department.

June 2016- February 2018 Motivator Educational Institute, Kolkata as Office Executive.

Key Deliverables -

- All the routine based session of all tutors.
- Managed all the administrative documents.
- Provided with weekly schedule of classes to the concern students or their guardians.
- Prepared all the importance notes & other confidential letter for the correspondence.
- Proper responded all the tele callings & had make follow up calls to different schools & others organizations.