



## Anamika Sarkar

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● **CAREER OBJECTIVE:** Working experience with over 5 years of experience managing office function and providing executive level support with flawless presentations, assembling facility reports, maintaining the utmost confidentiality .Possess Masters in Public Administration and expertise in Microsoft Excel. Seeking to apply my detail oriented talents and adaptable personality to fulfill the company's needs.

### ● EXPERIENCE

#### **1) EMAMI LTD. ( PRESENT COMPANY)**

**DESIGNATION :- RECEPTIONIST , FROM 16TH DEC, 2024 TILL NOW.**

#### **JOB ROLES:-**

- ◇ Greeting clients, visitors, and staff with a professional and courteous demeanor and managing check-ins with efficiency.
- ◇ Managing a multi-line phone system to answer and redirect calls promptly while maintaining professionalism.
- ◇ Coordinating conference room bookings and ensuring meeting spaces are prepared and well-equipped for use.
- ◇ Handling mail and deliveries, including sorting, distributing, and scheduling courier pickups as needed.
- ◇ Maintaining a clean and organized reception area that reflects the company's commitment to high standards.
- ◇ Assisting with administrative tasks such as filing, data entry, and preparing documents or reports for meetings.
- ◇ Monitoring and ordering office supplies in collaboration with the facilities or procurement team.
- ◇ Supporting the HR and Operations departments with scheduling interviews or onboarding new hires as necessary.
- ◇ Adhering to security protocols by managing visitor logs, issuing access badges, and monitoring building entry procedures.

**2) EXECUTIVE ASSISTANT IN UR BIOCOCTION MANUFACTURING PRIVATE LIMITED FROM 18th APRIL,2024  
TO SEP,2024**

**JOB ROLES -**

- ◇ Making Order Forwarding,
- ◇ Making Order Sheet,
- ◇ Zoho software,
- ◇ Checking order forwarding for other,
- ◇ Check stocks, Handling mail,
- ◇ Working as HR, Handling recruitment process, Data Entry work and some parts of logistics.
- ◇ Handling sites Apna.com, Indeed, Naukri for recruitment. Order Dispatch process.

**3) EXECUTIVE ASSISTANT CUM ADMINISTRATIVE ASSISTANT AND SECRETARY TO M.D.**

**MACARAV INFRASTRUCTURES INDIA PVT LTD (2022-2024 April)**

- ◇ Booking hotels, flights, maintenance of travel expenses for CEO
- ◇ Maintenance attendance of employees and contractors working on site.
- ◇ Taking interviews for various vacancies.
- ◇ Maintenance of file in proper order with tag
- ◇ Giving appointment letters to employees, release letter and confirmation letter to employees.
- ◇ Drafting work order for contractors.
- ◇ Drafting all kind of letter including bank letters and client letters and mail the same to it's proper address.
- ◇ Making quotation or BOQ and mail them to client.
- ◇ Making invitation cards in software like Photoshop.
- ◇ Maintenance of official website .
- ◇ Meeting arrangements
- ◇ Meeting minutes
- ◇ Taking notes and dictation
- ◇ Attend virtual meetings
- ◇ Maintenance of calendar for meeting and alert the same to CEO.
- ◇ Maintenance of leave register, courier register of CEO.
- ◇ Talking with clients on behalf of CEO. Etc.

**4) Dent Aids, Kolkata (2013-2015), Secretary to V.P.**

- ◇ Typed documents such as correspondence, draft, memos and emails and prepared 3 reports weekly for

managements. Maintain utmost discretion when dealing with sensitive issues.

- ◊ Purchase and maintained office supply inventories, always being careful to adhere to budgeting practices.
- ◊ Greeted visitors and determined to whom and when they could speak with specific individuals.
- ◊ Recorded, transcribed and distributed minutes of meetings. Booking flights ticket and hotels as per requirements . Prepare expense report for V.P.

#### **5) FRONT OFFICE MANAGER**

- ◊ Maruti Suzuki Mohan Motors, Kolkata(2012-2013)
- ◊ Managing lobby area over 2 years of working experience.
- ◊ Able to create a positive impression about my company through efficient and professional interactions.
- ◊ Maintained all office equipment including printers, copiers, and computers.

#### **6) RECEPTIONIST**

- ◊ Hotel Stadel, Kolkata(2011-2012)
- ◊ Greeting all customers and visitors ,ensuring that they received outstanding first impression of the Hotel.
- ◊ Booking Rooms, maintaining Lobby area
- ◊ Monitored Lobby supplies, decorating items like candles, flowers.
- ◊ Maintaining proper documents and filing of details of the check out and check In.

#### **a.EDUCATION**

- ◊ Masters in Public Admin.(2017)1st division, From IGNOU
- ◊ B.A. in English from C.U.(2010)
- ◊ Schooling from CBSE board (Kendriya Vidyalaya) H.S. in 2007
- ◊ Professional Training as cabin crew from Frankfinn
- ◊ COMUNICATION: Interact professionally with all levels of staff and maintaining the highest level of confidentiality :known for tact and diplomacy in handling sensitive issues. well versed in ENGLISH,HINDI,BENGALI.

#### **b.SOFT AND HARD SKILLS**

- ◊ Highly skilled leader with skills in delegating task, team building ,creating positive customer experiences.
- ◊ Adaptability, collaboration, strong work ethic, problem solving,
- ◊ Microsoft office, Web/Tech savy(word, excel, power point, mail, skype)
- ◊ WRP 50
- ◊ customer service skills like good communication, good listener, Assertiveness, Team player.
- ◊ ADDITIONAL INFORMATION

Date of Birth 19/12/1989

Sign: **Anamika Sarkar**