**THE Curriculum Vitae**

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**Personal Profile**

Name :Mr. Tanmoy Sarkar

Father’s Name :Late Murari Mohan Sarkar

# Date of birth :07-11-1975.

Present & Permanent Address :Mr. Tanmoy Sarkar,

9, Patbari Lane,

Ariadaha (Dakshineswar), Kolkata-700057.

Nationality :Indian

Religion :Hinduism

## Sex :Male

Height :6 ft. (183 cm)

Marital status& family :Married, one male child &spouse

**Educational Qualifications**

Passed W.B.B.S.E. :Madhyamik

Passed W.B.C.H.S.E. :Higher Secondary

Passed University of Burdwan :B.Com. (Bachelor of Commerce).

**Others Qualifications**

1. Diploma Course on Computer Application (DCA) from Lakhotia Computer Center in the year 1993.
2. Diploma course in e-commerce & Office Management from Kolkata in the year 2001.
3. Doing MBA on office Management and Administration.

**Working Experiences**

Total Experience : 14Years.

Language Known : Hindi, English, Bengali.

Any preference of works Location : Anywhere in India.

Strength: : Hardworking, Honesty, Integrity, confident with topmost privacy

Managerial Capacity, at Personal level best at any team work.

Current C.T.C. :2 lacks 4 thousand.

Organization Status-----: **Atlas Health Point at Kolkata.**

Designation --------------: Night Administrator cum Front office Executive.

Time Period --------------: September 2018 to till date.

Job responsibility --------:

Totally environment here is under computerized, software INSTA .

Counselling to patient party regarding expenses of IP patient.

Oversee all admissions and follow up each patient regarding various services provided to him/her.

Follow up all discharge summaries and try to reduce the time taken for each discharge.

Take round of each patient in the in-patient area .

Overall taking care of both OPD and IPD Billing.

Listen to all patient grievances regarding all in-patient services.

all the treating consultants regarding patient care

Submit the daily discharge report to administration.

Ensure quality care of patients in the wards.

strategies to reduce Length of Stay of patients

Developing behavioral and functional traits of team members

Improvement of Patient care.

Supervision every night staff especially security & housekeeping.

* Organisation Name----: **Eskag** **Sanjeevani**(unit of Eskag Sanjeevani Pvt. Ltd.)( a **hospital concern at Kolkata**

Designation -------------:Coordinator of Karnataka state .

Time Period -------------: May 2018 to August 2018

Job responsibility ------:

Visit to every hospital for discussion requirements and problems .

All administrative jobs and payment discussion with NHM director.

Manage phone calls and correspondence(e-mail, letters etc.)

Track stocks of office supplies and place orders when necessary.

Submit timely reports and prepare presentations/proposals as assigned.

Planning for meeting, summary of every meeting.

Maintaining records/ files with proper way.

Coordination with external affairs with topmost privacy of company.

* ● Organization Name--: **P.H.E.D.at Purulia.**

●. Designation -----------:Office Assistant cum Administration.

●. Time Period ------------: June. 2015 to March 2018.

● Job Responsibility----:

Office admin & Correspondence, preparing salary sheet under Excel, Data Entry,

Manage phone calls and correspondence (e-mail, letters, packages etc.).

Support budgeting and bookkeeping procedures (paper works).

Track stocks of office supplies and place orders when necessary  
 Submit timely reports and prepare presentations/proposals as assigned  
. Excellent organizational and leadership skills  
 Familiarity with office management procedures and basic accounting principles.  
 Excellent knowledge of MS Office, Internet and office management

Letter Typing, letter drafting, motivating employee,

Planning for meeting, Summary of every meeting, Departmental coordination

Maintaining records/files with proper way. Coordination with external affairs .

Organization Name---:**Paras Eatable Product Pvt. Ltd. (a Pharmaceutical**

**Manufacturing Company in Roorkee at Uttrakhand**.)

●. Designation -----------------:Executive Assistant of M.D. cum Admin.

●. Time Period --------------------:May, 2014 to 15th May, 2015.

● Job Responsibility ----:

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Maintain all incoming and outgoing files properly.

Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications. Preparing spread sheet under Excel.

Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.

Completes projects by assigning work to clerical staff; following up or personally involve on results.

Prepares reports by collecting and analyzing information.

Secures information by completing data base backups.

4. ● Organization Name-----:**Rahul Health Care Pvt. Ltd.(a hospital concern in Bankura).**

● Designation -------------------:Executive Assistant of M.D. cum Admin.

● Time Period -------------------:Nov., 2011 to Mar., 2014.

● Job Responsibility--------:

All computer jobs, PreparingSalary Sheet under Excel, Letter Typing, letter drafting, knowing MS Word, excel, planning for meeting, Summary of every meeting, departmental coordination, compiling checking making reports, phone attend, coordinating with outstation office, following with E mails, take dictations and prepare documents, making draft, maintaining records/files.Responsible for **all administration aspects of the association headquarters, staffing, facilities, taking dictation, Preparing Salary Sheet under Excel.**

**5.**● Organization Status--:**Share & stock market concern at Kolkata.**

●Designation -----------------:**Computer Operator cum Back Office Executive**.

●Time Period -----------------: September 1993 to December 2008.

● Job Responsibility-------: Accounts and all responsibility of back office under various software

● Organization Name------:S.Mantri & Co., K.Tulsan & Co., Dynamic Equities Pvt. Ltd, Insight Share Brokers.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief. All testimonials can be made available for verification.

**Tanmoy Sarkar**