

SUSHMITA GHOSH

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**Personal Profile**

A highly motivated, adaptable, resourceful, flexible, proactive, innovative, energetic and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office management support to work colleagues in a busy and complex environment related to the smooth running of an office. Right now I am looking for a rewarding role with an exciting and forward thinking company that will allow me to fulfill my true potential.

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRESENT**

**Sr. Administration Executive**

# **Law & Kenneth Saatchi & Saatchi Pvt. Ltd. January 2010 till date**

**Maintaining Office Administration**

~ Direct interaction with HO (liasoning with the relevant persons of HO-Accounts Head, HR Head, Admin Head, IT Head, CEO)

~ Direct co-ordination with the VP & Branch Head

~ Payroll handling

~ Attendance Register handling with Biometric System

~ Petty Cash handling with preparation of Cash Statement in Excel

~ Voucher Payments

~ Handling the Out Duty Intimation Register and Leave Application Register

~ Vendor interaction and negotiation

~ Maintaining and coordinating with the Cleaning Agency for Office

~ Maintaining Supplier Register

~ Budget controlling

~ Interaction with IT persons regarding system problems

~ Arranging meetings and travels

~ Decision making for the development of the Office

~ Supervising Office Boys

~ Handling Office Requisition

~ Responding to all customer queries via emails and phones and directing them to respective departments in Branch.

~ Attending visitors and facilitating them with their requirements in Branch

~ Arranging for flower arrangements, bouquets for staff/client in Branch

~ Taking care of first-aid requirement

~ Organizing lunch/ High Tea/ Stationary requirements for company events and official meetings in Branch

~ Authorizing all outgoing/ incoming company materials

~ In-house activities and event management

~ Tea/coffee, water dispenser arrangements

~ Overseeing general repairs and maintenance of the Branch

~ Monitoring pest control services

~ Team Coordination

~ Handling New Joinees with the Official norms including registering them to the Biometric System, Email ID creation, etc.

~ Handling the Official forms i.e. Information Sheet, PF form, PF Clearance form, Full & Final Settlement form etc.

~ Arranging Clearance Certificates

~ Handling the Salary Account Opening formalities (liasoning with the relevant person of the Bank even visiting the Bank as required)

~ Handling overall the Office Stuffs

**PREVIOUS**

1. **Accountant**

# **Response India Private Limited September 2006 to January 2010**

A) **Accounts Related (Manual & Computerised)**

1. Looking after the client estimate and billing.

2. Making Vouchers & Bills Verification of Bank Statement.

3. Maintaining Journal and Ledger Books.

4. Maintaining the Bank Book Register.

5. Drafting the Official Letters.

6. Maintaining the Client Bill Register.

7. Cheque and Bank Draft handling.

8. Properly Indexing the different files etc.

9. Maintaining daily Cashflow and MIS.

B) **Tax Related (Manual & Computerised)**

1. Handling the Service Tax, TDS, Fringe Tax, Professional Tax, Provident Fund etc.

2. Maintaining all the Returns of the above mentioned taxes with e-filing.

1. **Media & Accounts Assistant**

**Concept Communication Limited January 2005 to September 2006**

A) **Accounts Related (Manual & Computerised)**

1. Looking after the entire billing department.

2. Handling Liquid Cash

3. Making Vouchers & Bills Verification of Bank Statement.

4. Meet up the bill dispute.

5. Maintaining Journal and Ledger Books.

6. Handling Fax

7. Drafting the Official Letter.

8. Maintaining the Bill Register.

9. Cheque and Bank Draft handling.

10. Properly Indexing the different files etc.

11. Handling Type Machine and Printer.

B) **Media Related**

1. Preparing Release Order (RO)

2. Billing with the client.

3. Scanning Newspapers regularly.

4. Settle down the rate of the selected advertisement.

5. Interacting with clients and media.

C) **Handled Office Administration**

## Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2002 Bachelor of Commerce, 3 years Degree from Calcutta University

1999 Higher Secondary Examination from W.B.C.H.S.E.

1997 Madhyamik Examination from W.B.B.S.E.

## COMPUTER LITERACY

Computer Management, a computer course from “AAT” (Academy of Accounts & Taxation).

Basic Knowledge : WINDOWS, MS-OFFICE : WORD, EXCEL,

POWER POINT.

INTERNET : E-mailing, Surfing, Browsing.

FA Packages : Tally 5.4, Tally 6.3, Accord

**MANUAL ACCOUNTS AND TAXATION LITERACY**

Professional Accounting & Taxation, a 4 months course from “AAT” (Academy of Accounts & Taxation), a Govt. registered institution.

Course Packages: Practical Accounts & Office Job, Income Tax, Sales Tax, Business Correspondence etc.

**Hobbies & Interests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I enjoy Recitation, Acting, Drawing, Reading Magazines Travelling and Socialising with friends and family.

## Personal Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Husband’s Name Swarup Ghosh

Date of Birth 07.11.1980

Marital Status Married

Languages Known Bengali, English, Hindi

I hereby declare that all the above mentioned statements are true to the best of my knowledge and belief.