



## Rimi Sengupta

35/2, Rahuta Road, Shyamnagar  
P.S.: Bhatpara  
Dist. 24pgs(N), W.B.  
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### OBJECTIVE:

To get involve with the work related to my qualification and to be a part of dynamic concern which believes in individual growth.

### EDUCATIONAL QUALIFICATION:

- ❖ Madhyamik from W.B.B.S.E. (with 40%)
- ❖ Higher Secondary from W.B.C.H.S.E. (with 55%)
- ❖ B.A Final Year from Kalyani University (with 45%)

### COMPUTER PROFICIENCY:

- ❖ Computer Certificate Course from YCTC.
- ❖ Certificate in Advance Excel Course from YCTC.
- ❖ Tally from YCTC.

### WORK EXPERIENCE:

#### A. Kusum Devi Sunderlal Dugar Jain Dental College & Hospital

Duration (Sep, 2019 to July, 2023)

Role - EA Executive, Administrative assistant , Receptionist and Computer Operator, Back Office Executive

#### B. Team Taurus Real Estate (Developer House)

(July, 2023 to June, 2024)

Role - JR. MIS Executive, EA Executive, Administrative Assistant & HR

#### C. Prasad Group (July, 2024 to Present)

Role - Admin Head & HR Executive, EA

#### Job Responsibilities:

- Appointments Schedule of Doctors
- Calender Management
- Making Report
- Follow up the daily schedule of Doctors

- Handling files and Documents
- Making Attendance (leaves)
- Inventory Management
- Stock Maintains
- Handling Patients Queries
- Coordinate with Patient's
- Working and following up on all Back office related work.
- Management back office department, handling confidential data records.
- Provides support on mails and calls.
- Experience in maintain Party/ Patients file.
- Response Patient's complaints

**MIS Responsibilities:**

- Make FMS, PMS, Checklist
- Make Delegation sheet & Follow up
- Create Dashboard
- MIS Report

**EA Executive - Job Responsibilities:**

- Maintain Appointments of CEO's
- Calendar management
- Follow up every day's schedule
- Fixing meetings with clients
- Everyday follow up CEO's schedule
- Coordinate with clients

**Admin Head & HR, EA Assistant Responsibilities:**

- Managed the Director's calendar Management and meeting Coordination
- Time management
- Scheduling and Coordination
- Handle timely payments for travel, transportation vendors
- Organized and scheduled conference calls, virtual meetings using Zoom, Google meet
- Do the all Admin related Works
- Making Attendance
- Onboarding
- Release process
- Handling Files and maintaining documents
- Coordinate with site Employees
- Check Invoices
- Make Agreements
- Check bookings for co- working space, conference
- Follow up all the ads (Google, LinkedIn)
- Follow up social media post
- Website follow-ups and coordination
- Website listing
- Stock maintains
- Vendor management
- Software handling
- Follow up sale reports
- Maintain purchase records

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| <b>PERSONAL DETAILS:</b> |
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| ☒ <b>Husband's Name</b> | <b>: Piyal Sengupta</b>             |
| ☒ <b>Date of Birth</b>  | <b>: 19<sup>th</sup> April 1996</b> |
| ☒ <b>Language Known</b> | <b>: Bengali, Hindi, English</b>    |
| ☒ <b>Nationality</b>    | <b>: Indian.</b>                    |
| ☒ <b>Religion</b>       | <b>: Hinduism</b>                   |
| ☒ <b>Sex</b>            | <b>: Female</b>                     |
| ☒ <b>Marital Status</b> | <b>: Married</b>                    |

**Dated:**

**Place:**

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**Signature**