



Kajori Bhattacharya

81/A Rastraguru Avenue, Nagerbazar. Kolkata 700028

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Objective: To obtain a challenging administrative position that utilizes my skills and experience.

Summary: Experienced administrative professional with over 13 years of experience in handling office operations, managing administrative tasks, and providing excellent customer service. Proficient in keeping and maintain data and possess excellent communication and organizational skills.

Professional Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to work independently and in a team environment
- Knowledge of business development

- Training
- Development
- Client handling
- Execution
- Project handling
- Visa and relevant paper arrangement
- Application and admission

Professional Accomplishments
<ul style="list-style-type: none"> ▪ EATC certified Counsellor ▪ Attended PERTH Education City training in Australia ▪ Attended AIT training in Thailand ▪ Attended Agent Training for a week in USA, OHIO
Professional Qualification
<ul style="list-style-type: none"> ▪ Honors Diploma in System Management – ADCON, Behala. ▪ Certifying In Computer – “IGNOU” West Bengal. ▪ A one-year comprehensive Dual Diploma in HR & Public Management – “GLOBALGROUPS”
Professional Accomplishments
<ul style="list-style-type: none"> ▪ EATC certified Counsellor ▪ Attended PERTH Education City training in Australia ▪ Attended AIT training in Thailand ▪ Attended Agent Training for a week in USA, OHIO

Experience

Financial Advisor

Kotak Mahindra Life

May 2023- till date

Administration [Poorva Engineering and Tools Private Limited], Kolkata **2018-2023**
Managed operations and assisted clients.

- Coordinated appointments, meetings, and travel arrangements for executives and employees
- Assisted in the preparation of reports, presentations, and other materials for meetings and presentations
- Maintained and organized files, records, and office supplies
- Coordinated with other departments to ensure timely completion of projects
- Utilized CRM to track and manage tasks
- Made sales related reports

Assistant Manager [Business Development] Global Reach- Kolkata 2006 -2009

- Oversaw office operations and ensured the smooth functioning of daily activities
- Managed and supervised administrative staff and assigned tasks to ensure timely completion
- Handled payroll processing, budgeting, and accounting tasks
- Coordinated with Branches, Universities and students to ensure timely delivery of services
- Ad campaigning for the offices and implemented business policies and procedures
- Maintained and updated students' records and files

Administrator	The Institute of Computer Accountants	2002 (February) – 2003 (June)
Business Developer & Event Executive	Jobs searcher.com	2001(January) to 2002 (January)
Business Developer & Sales Promotion Executive	Hungama.Com	1999 (April) to 2000 (May)

Education:

B. Sc.	C.U	56.2%, 1999
Higher Secondary	West Bengal Board	70.2%, 1995
Secondary	West Bengal Board	71.2%, 1993

References: Available upon request.

Name: Kajori Bhattacharya

Date:

Place: Kolkata