

# Prima Naha

Kolkata, West Bengal 700086

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+91 99031 25501

- A highly resourceful, flexible, innovative and enthusiastic individual possessing a considerable amount of knowledge regarding administrative and office procedures
- A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities
- Well organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment

## Personal Details

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**Industry:** Childcare, Community & Social Service, Customer Service, Education & Instruction, Healthcare, Human Resources, NGO, Social Services, Regulators, Industry Associations, Social Science

**Total years of experience:** 15

## Work Experience

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### **Recruiting Consultant**

TechAxis - Kolkata, West Bengal

February 2022 to Present

- Screening of the candidates
- Sending mails
- Scheduling interview date and time
- Follow up with the candidates for the next round of interviews

### **Manager - Admin**

PRIAN ENTERPRISE

January 2018 to Present

- Maintaining attendance of employees
- Dealing with International & National Customers for Import & Export
- Receiving calls
- Following up for payment
- Maintaining MIS
- Attending meetings
- Visiting hospitals for getting orders

### **Executive Business Support**

CRY - Kolkata, West Bengal

January 2011 to January 2018

- Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office

- Coordinating tasks for the CEO's office in Kolkata - Paperwork for National & International Official Travel; Interviews; Telephonic and physical Appointments; Written Communications and Reimbursements; Mails (both electronic and snail mail)
- Human Resource Management in the Eastern Region including interviews, attendance regularisation, joining and exit procedures
- Circulating documents via post and email
- Scanning and copying contracts, notes and other documents
- Checking stationary levels and ordering new supplies

### **Officer- Front Office**

United World School Of Business  
May 2010 to January 2011

Handling calls through EPBAX

- Handling Couriers, faxing and scanning documents
- Maintaining daily attendance register and leave register
- Logistical arrangements for travel

### **Front Office Executive**

TASMAC  
May 2007 to May 2010

- Handling day to day mail, faxes, Couriers / Mail merging, daily reports
- Maintaining filing system and other administrative work including travel logistics

### **Counselor and Front office executive**

NIIT  
September 2006 to April 2007

- Handling calls through EPBAX
- Counseling students & Updating students with the new courses
- Maintaining file system and other administrative work

## Education

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### **Post Graduate Diploma in Customer Relationship Management in Computers**

Symbiosis Centre for Distance Learning  
Present

### **English**

Shivnath Shastri College  
1991

St.John's Diocesan Higher Secondary School  
1988

Julien Day School  
1986

## Skills / IT Skills

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- Office procedures
- Data management
- Customer service
- Reception support
- Diary management
- Filing / archiving
- Scheduling meetings and preparing agendas for the CEO.
- Effective organizational skills.
- Organising travel & accommodation arrangements.
- Maintaining an electronic and hard copy filing system.
- Providing training and orientation for new staff.
- Coordinating and arranging repairs to office equipment.
- Comprehensive knowledge of Microsoft Word, Outlook, Excel
- Resolving administrative problems.
- Supervising other clerical staff.
- Scheduling and delegating administrative tasks.
- Attention to detail
- Punctual and reliable, Can work without supervision
- Good written and verbal communication skills
- Patient and Able to work as a team player
- Ability to multitask and manage conflicting demands by prioritising tasks.

## Languages

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- English - Fluent