

CURRICULAM VITAE



Sriparna (Majumdar) Ray
C/o Tapan Kanti Ray
2/23 A, Vidyasagar Upanibesh
Kolkata – 700047

Mobile : 7550895945

Email: sriparnaamajumdar@gmail.com

Synopsis

A dynamic, proficient Social Work Administrator, **MSW** with **13 years** of exemplary, diversified experience in various field of Social Work, seeking a position in the field of Social Work Management, Human Resource Development, Managerial, Administration, Hospitality and Industry in the Field of NGO, Govt./Semi Govt./Private arena.

Core Strength

- ☆ Office Administration
- ☆ Public Relation and Coordination
- ☆ Office Automation through Computer Operation & ability for multi-tasking
- ☆ Identifying areas of improvement and recommending process modification
- ☆ Team building and motivation alongwith Proactive leadership with positive attitude
- ☆ Strong communication and interpersonal skills
- ☆ Ability to perform under stressful conditions
- ☆ Adaptability to change in environment/society

Professional Competence

- Planning, supervising controlling and coordinating daily office work and HR issues
- MIS Reports
- Liaison. Negotiation and co-ordination with various authorities and civil agencies
- General Administration
- Development of social and employee relationship
- Identifying training needs and areas and conducting training for the junior.

Experience Highlights (From Feb. 2010 To April 2023)

- *Worked with an NGO named “WE, Woman Entrepreneurship, A Mission by the Woman & Project Sukanya” supported by NABARD and Ministry of Rural Development (Feb. 2010 -Oct. 2014) as a Admin Executive cum Office Coordinator.*
- *Worked as Women Protection Officer with Govt. of West Bengal (OCT.2014-Oct.2017)*
- *Presently working as a HR Cum Admin Manager in Baranagar Disha Welfare Organization since 2018—till now.*
- *Working as NACO Consultant, evaluating WB Govt's TI SACS (Since 2022-Research)*

Educational Qualifications

Master in Social Work, P.G. Diploma in NGO Management.

Computer Skills

Successfully completed *Office package Course* with 90% above marks from BRAINWARE COMPUTER INSTITUTE 'BRAINPOWER'.

Professional Training / Workshop / Seminar

- ★ NACO, Delhi- MIS Training.
- ★ Seminnar on "BASIC AMENITIES : Data collection and implementation. (Research)
- "★ Training on Counselling soft skills organized by TISS and XIM Bhubaneswar.

Other Strength (Creative Skills)

- * Winner of "**Inter college Chess Championship**" and "**Inter College Ludo Championship**".
- * Participate & made a position in various "**Debate**" & "**News Reading**" competition in Block level.
- * **An Anchor** of many shows Competition in Block level and also win some of the T.V reality show such as DIDI no 1 and Happy Parents Day.
- * Full participation/**Training on NCC** during my college life.

Date:

(Sriparna Ray)