

# Joyashri Dey

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## PROFESSIONAL

### *Career Objective*

To be a part of a prestigious organization that offers a professional work environment and provides me an opportunity to achieve excellence in my work through continuous learning, perseverance, smart work and ultimately contribute to the organization

### Career Profile

*Presently working with Vivo Healthcare*

**Designation:** Centre Manager

**Duration :** March 2018 till date

Worked with "VIVA Live The Life" ,slimming and beauty centre

**Designation:** Assistant Branch Manager

**Duration:** Since August 2016 till September 2017

**Job Responsibilities includes –**

- Handling clients,
- Organizing different events at selected venue
- Centrewalk in Clienthandling.
- Counselling clients in the services offered by the centre
- Team handling
- Coordinating with other Viva Live The Life centres,in India

### Previous Work Experience :

Worked with Vasan Eye Care Hospital

**Designation:** Counselling Head Of Department

**Duration:** From 1st September, 2011 To 30th May 2012

**Job Responsibilities includes –**

- Handling patient in OPD

- Arranging Cataract and other Eye surgeries
- Coordinating between Surgeons and Patients
- Patients Counselling
- Taking care of Post Operative Cases
- Helping Doctor in Operation Theatre
- Preparing month end reports
- Team Handing

Worked with **New Vision Laser Center**

***Designation: Counsellor In Charge***

***Duration:*** From , May 2007 Till August 2011. Again from September 2013 till July 2016

***Job Responsibilities includes –***

- Counselling Patients for LASIK surgery
- Arranging LASIK Surgeries
- Handling different events at different Venues
- Taking care of all optometric testing including HRT II, Perimetry, Corneal Topography, Pachymetry.
- Counselling Patients in Glaucoma and arranging for glaucoma testing.
- Preparing Month End Reports
- Coordinating between Doctor and Patients.
- Coordination with the clients by providing them the proper guidance , therein ensuring total customer satisfaction at the end of the day.
- Ensuring the maximum profitability of the branch by minimization of the cost and maximum utilization of the available resources...
- Reporting the total performance review of the branch to the management on a periodical basis and projection of the future business plans to meet target and other associated activities relating to the ultimate development of the branch including team outing, family party, etc.

## **EDUCATIONAL BACKGROUND**

- ✓ M.A from University of Calcutta in Education in 2005
- ✓ Graduation from University of Calcutta in 2003, with Education Honours
- ✓ Higher Secondary from Loreto Days School sealdah in
- ✓ Madhyamik from , Loreto Days School sealdah 1998

## **OTHER INFORMATION**

### ***Strength***

- Positive attitude
- Teamwork
- Workaholic
- Flexible
- Dependable

### ***Communication Skills***

- Well conversant in English, Bengali and Hindi

### ***Interest***

- Painting
- Music

### ***Computer literacy***

Diploma in MS Office

### ***Personal***

Husband's Name	:	Abhisekh Dey
Husband's Occupation	:	Service
Date of Birth	:	1 <sup>st</sup> August 1981
Marital Status	:	Married
Religion.	:	Hindu

I hereby state that all the information stated above is true and correct to the best of my knowledge.

Joyashri Dey