

BHASWATI DASGUPTA

Tel.: (Mobile) +917005534461

E-Mail: bhaswati03@gmail.com

In quest of assignments in a growth-oriented organisation anywhere in India

Professional Summary

- Presently working as a **Personal Assistant to General Manager (P)** at **National Highways & Infrastructure Development Corporation Limited (NHIDCL)**, PMU-AMBASSA, Dhalai, Tripura from 1st February, 2016 till date.
- Was associated with **IBM Business Process Services Ltd** as a **CCE (Customer Care Executive)** for 7 months in **MUMBAI (From 24th Dec 2010 to 3rd Sept 2011)**
- A qualified Lawyer with **7 months** of experience in **Legal Affairs, Client Servicing, Documentation and handling legal matters.**
- Conversant with MS Office Suite (MS Word, MS Excel and PowerPoint), JIRA Management Tool, Google Analytics, DTP and other Internet Applications.
- An effective communicator with exceptional relationship management skills and team leading abilities.

Career Highlights

Key Deliverables

- Making reports and returns in MS Excel & MS PowerPoint. Knowledge of functions like VLOOKUP, HLOOKUP, Pivot Table, Data Grouping etc. in MS Excel.
- Handling the Administrative works, drafting letters, scanning, sending e-mails, and also uploading documents on different Govt Portals.
- Administrative works viz Maintaining Office files and documentation work, Handling petty cash (Imprest Account), Tender works etc.
- Fixing Appointments, Keeping a note of the meetings to be held with Other Officials (making calendars).
- Studying legal documents & drafting legal replies to satisfy external customers.
- Ensuring proper implementation of the court order.
- Documenting and preparing cases and other legal works including opinions on different legal issues.
- Handling calls from clients and resolving their queries.

Academia

2008	LL. B. (Hons.) from Tripura University.
2006	B.A. (Law) from Tripura University.
2003	12 th (Arts) from Hindi Higher Secondary School, Agartala (C.B.S.E. Board).
2001	10 th from St. Paul's School, Agartala (I.C.S.E. Board).

Software Skills: Comprehensive exposure to MS Office (MS Word, MS Excel and PowerPoint), DTP and other Internet Applications.

Personal Dossier

Date of Birth	: 3 rd October, 1984.
Address	: Ms. Bhaswati Dasgupta, C/o Lt. Ratna Roy Choudhury, Pyari Babur Bagan, Joynagar, Agartala, West Tripura, Pin: 799001
Linguistic Abilities	: English, Hindi and Bengali.
CTC	: Rs. 5.15 Lac pa. approx