

## **CURRICULUM VITAE**

**Suparna Bose**

H2 /113, Shakuntala Park

Satellite Township

Kolkata 700 061

Mobile +91 9830096409

E-mail address: [boresuparna108@gmail.com](mailto:boresuparna108@gmail.com)

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### **Professional Objective**

A challenging management position that will capitalize on acquired expertise and experience in the **area of Administration and HR**

### **Professional Skills Summary**

- Highly experienced Admin and HR professional with more than thirty five years of rich experience in a Tata Organization
- Analytical and logical thinker with a strong background in financial arenas
- At ease and effective in work situations requiring an ability to orchestrate multi-task levels of responsibility effectively
- Dedicated and self-motivated team player
- Excellent communication, interpersonal, strategic planning, financial analysis, problem solving, organizational and leadership skills
- Resourceful in resolving emerging problems
- Ability to meet deadlines with skillful planning and focused action
- Ability for sustained hard work and able to work under pressure
- Flexible and open to others opinion and new procedures
- Enjoy stimulating, challenging and dynamic work environments.
- Specialisation in Salary processing, Benefit and compensation administration.

### **Work Experience Summary**

**April 1990 - till November 2024**

**Tata Consultancy Services Kolkata as AGM in HR department.**

- **Job Profile:** I have worked in all Admin and HR departments, Kolkata

Major responsibilities undertaken: -

### **Administration**

- Managed daily administrative task, including answering phone, scheduling and organizing documents.
- Coordinated team meetings and events and prepared agendas.
- Assist in project management by tracking deadlines and facilitating communication.
- Handled expenses reporting invoicing, and basic accounting tasks.
- Liaised with vendors and clients, providing excellent customer service.
- Handled accommodations.
- Managed visa processing for multiple countries, including application submissions, documentation preparation, and follow-up with consulates and embassies.
- Coordinated ticketing and travel arrangements, ensuring compliance with immigration requirements and company policies.
- Processed work permits across various nations, ensuring adherence to each country's specific regulations and timelines.
- Facilitated legalization of documents, including attestation and notarization, to meet the requirements of foreign governments.
- Conducted police verification for passports and visas, ensuring accuracy and completeness of all required information.

### **HR and Talent & Training**

- Managing & assisting in HR & Admin functional aspects. Maintaining an effective data bank for the future Human Resource requirement. Compliance of statutory requirement, bonus & settlement preparation
- Providing support to employee's regarding benefits, payroll and policy issues and/or inquiries
- Proven track record in fulfilling positions by effectively sourcing, screening and placing employees.
- Adept at building strong relationships with client and employees, ensuring alignment with organizational objectives. Directed Competency development, budgeting and training initiatives.
- Identified and analysed training requirements to support project-specific needs, ensuring efficient deployment.
- Sourced and coordinated with internal and external faculty, and collaborated with regional and overseas L&D teams to implement training programs.
- Created comprehensive learning plans for the region, covering leadership skills, communication skills, domain expertise, process-related training, and in-house project management tools.

- Designed and executed upskilling sessions with business partners and resource management groups, while optimizing learning processes and conducted/interacted quarterly audits with cross-functional teams.
- Compiled and presented monthly and quarterly metrics on various learning parameters to stakeholders.

### **UPTRON India Limited**

#### **Administration Assistant (Apr 1986 – Mar 1990)**

- Ensuring compliance with leave policies and labour laws.
- Maintaining records and handling correspondence.
- Managing office supplies and facilities.
- Conducting interviews and coordinating with hiring managers.

### **Qualifications**

#### **Academic Qualification**

- Bachelor of Commerce from the University of Calcutta
- Masters in Hindi from Himachal University

#### **Professional Qualification**

- MBA in HR from NIM in 2012
- Diploma in Training and Development from Indian Standard Training and Development

### **IT Skills**

- Windows 97 (MS Office – Word, Excel, PowerPoint, FoxPro, Lotus Notes)
- Worked extensively with MS office & Database software

### **Personal Attributes**

- Willingness and ability to shoulder any responsibility and carry it out successfully
- Ability to maintain good personal and professional relations with both intra and inter departmental colleagues
- Supportive, patient and a good listener so as to help others be at ease

### **Languages known**

Fluent in English, Hindi & Bengali

**Personal Details**

Name	Suparna Bose
Address	H2/113 Shakuntala Park, Satellite Township Kolkata 700 061 Mobile no 9830096409 Email : bosesuparna108@gmail.cim
DOB	23 <sup>rd</sup> November 1964
Martial status	Single

I declare that the information furnished above is true to the best of my knowledge.

Date: (SUPARNA BOSE)

Place: Kolkata