

 +971-55 974 0511

 varshaprasanthg@gmail.com

 Al Nahda, Sharjah

SKILLS

- Process improvement
- Report writing and presenting
- Time management
- Critical thinking skills
- Problem solving
- Attention to detail
- Coordination and communication
- Proactive and self motivated
- Department management
- Production reporting
- Inspiring leadership
- Target motivated

LANGUAGES

- English
- Hindi
- Malayalam

VARSHA PRASANTHA BOSE

ASSISTANT MANAGER | PGDM MARKETING AND HR

PROFESSIONAL EXPERIENCE

Detailed oriented individual experienced in administrative procedures. Oversees day-to-day duties with strong planning and organisation skills to deliver projects in timely manner.

WORK EXPERIENCE

3VeeS International Pvt Ltd - Kochi, India

Aug 2019 - Feb 2024

- Represented organization at seminars, conference and business events.
- Addressed customer issues calmly and professionally, delivering quick successful resolutions.
- Recruited, interviewed and hired high-performing individuals, developing passionate, dedicated teams.
- Maintained smooth-running business operations by delegating priorities to staff abilities.
- coordinated hiring, recruitment and training strategies to build successful administrative team.
- Carried out day-to-day duties accurately and efficiently.
- Completed duties on targets with accuracy and efficiency.
- Spearheaded the organisations client database, meticulously updating and maintaining contact information, enhancing communication efficiency and accuracy.
- Directed and motivated the production and dispatch team, fostering a collaborative environment that led to a 10% reduction in order processing time.
- Managed all aspects of book keeping and accounting.

PERSONAL DETAILS

- Date of birth : 05\11\1995
- Nationality : Indian
- Visa status : Visiting Visa

EDUCATION

Bachelor`s : Psychology 2014- 2017
Calicut University : India

PGDM : Marketing and HR 2017- 2019
SCMS Cochin School of Business : India

CERTIFICATIONS

- Microsoft Office Specialist for Office Excel 2016.
- Certificate of completion for CAPSTONE, Business simulation course from CAPSIM, USA 2019
- Certificate of participation for IAA World Congress, 2019
- Certificate of participation for faculty development workshops 2018.

EXTRA CURRICULAR ACTIVITIES

- President : Junior Chamber International
- Community Volunteer