

GITA BOSE

QUALITY MANAGER

Agartala, India 799001 | 7005160386 | gitabosechowdhury232@gmail.com

SUMMARY

Intelligent Quality Manager with talents in monitoring production quality and improving productivity. Deep understanding of the tools and concepts that go into quality management. Flexible, reliable and ensure standards meet expectations and legal compliance.

SKILLS

- Management Consulting
- Team Training
- Continuous Improvement
- Analytical mindset
- Documentation Control
- Problem-solving abilities

EXPERIENCE

06/2023 - Current

Quality Manager

Manpower Group - Agartala, India

- Created and supervised mentoring sessions to support students in their academic pursuits.
- Organized weekly meetings with faculty members to discuss issues related to student welfare.
- Conducted regular surveys among the student body to assess needs, interests, and opinions.
- Provided guidance and counseling services for students who were facing difficulties in their studies or personal lives.
- Worked closely with the administration to ensure that all policies relating to student life were properly enforced.
- Arranged recreational activities for students on a regular basis, such as field trips and other outings.

06/2022 - 05/2023

Soft Skills Trainer

IL & FS - Agartala, India

- Developed and conducted training programs for soft skills such as communication, collaboration, problem solving, decision making and leadership.
- Facilitated group exercises to encourage participants to share experiences and best practices related to soft skills.
- Designed and implemented interactive activities to promote team building among employees.

12/2021 - 05/2022

Teacher

Gyanatit - Agartala, India

- Developed and implemented lesson plans based on curriculum objectives.
- Provided individualized instruction to meet the needs of all students.
- Instructed students in academic subjects such as math, science, language arts, social studies, and history.

12/2020 - 11/2021

Soft Skills Trainer

M'Cons Media Private Limited - Agartala, India

EDUCATION AND TRAINING

Bachelor of Arts: English Honors

BBMC - Agartala