**Prime Prospect: Business Communication/ Trainer /coordinator /EA/ Admin./ CSR**

**Biswajeet Dutta**

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J-303; Shrinand City - 5

Opp. Baroda Exp Highway

New Maninagar; Ramol

Ahmedabad - 382449

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**Career Objective**: To support/Improve and be a critical part preferably in Businesss Comunication/ Employee Engagement and relations/ Training content developer Communication with internal and external stakeholders/ Operations Secretarial, in a streamlined organization with a long term association on enhanced performance every new day.

**Professional Experience / Exposure**

**Current Engagement:**

Freelance writer / editor / minute content on training and development/ editorials like Newsletter soft launch / data compilation /Creative writing, branding, poster and banner ideas for recognised organizations.

**Last Employment:**

**KHS** Machinery Pvt. Ltd.(Bottling and Packaging under Parent Co. KHS Germany), Ahmedabad

**Executive Assistant to EVP** and **Board Member** for **3 yrs 6 months (**Aug 1, 2014 to Jan 28, 2018)

**Roles and Responsibility:**

* Assist Executive VP/Dir. in managing day to day schedules keeping him updated via crisp as well as summarized write-ups and reports (figures, technical and literature)
* **SPOC** for Business head / Director's office
* **Coordinate and communicate** with HODs
* **Research data** of prospect customers and updates related to industry from internet and read / report the possibilities in the "thin line"
* Reach out to prospect customers over the phone / email and pursue a relationship.
* Documentation, official communication, travel and meetings support.
* Handle enquiries and **allocate task to officers as required and advised by the EVP**
* **Coordinate with Sales / Production team** and report financial transactions as necessary
* Identify and conclude with HR on trainings, learning and development
* Promotional activities and presentations and write-ups as initiated / delegated.
* **Collect feedback from customers** (Senior Positions) and summarize responses.
* **Editorial Coordinator** of **in-house publications, News Letters and more**
* **Prepare** reports on various spheres and summarize for analysis
* **Any assignment delegated or undertaken on self initiative**

**Reason for change:** Family relocation

**Prior Employment:**

BA Continuum India Pvt. Ltd. (Non-Bank Subsidiary of **Bank of America**)Gurgaon(Delhi NCR)

**Team Developer (4 Years 6 Months) 2008 December to 2013 June**

**Roles and Responsibility:**

* Provide **Support and Train fresh associates,** on the job - Mentor/Supervisor/Team on behavior, attitude and communication skills along with process knowledge.
* **Consolidate data and prepare reports and Quality check** on set parameters;
* Report as per guidelines, with Line of Business/Work flow coordinators Overseas and Onshoreand
* Seek to improve process by implementing **Six Sigma tools and other practices**;
* **HR single point of contact for the sub-process / shop (cost centre) .**
* **Employee engagement / Rrecreational activities / CSR as per ISO standards**

**Reason for change:** Relocation personal.

**First Commercial Engagement / Exposure:**

Tax/Investment consultant, Insurance and Share brokerage Authorised Servicing Centre, Dhanbad

**Assistant** /Broker/Accounts officer /investment/Tax advisor, (7 year 6 months) 2001April-2008 April

**Roles and Responsibility:**

* Investment and tax consultancy service
* Maintain A/C payable and A/C Receivable records.
* Assist and maintain Equity/Insurance/investment reports to take decision.
* Represent the Servicing centre/Broking house/Insurer.
* **Communicate with customer and clients on daily basis**.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | **Institute/School** | **Period** | **Board/University** | **Marks (%)** |
| PGDBA(1yr) | National institute of Business Management | 2003-2004 | NIBM | 74% |
| B Com. | IGNOU | 1998-2000 | IGNOU | 60% |
| ICSE | Bishop Westcott Boys’ School | 1994 | ICSE | 69% |

**Achievements in Employment:**

* Remaining **top in the stack rankings** consistently;
* Made JDI and a Best Practice Projects (Implementing **Six Sigma/Lean Concept**)
* Work as a **Human Resource Single Point of Contact** (HR SPOC) of the process.
* **Lead CSR / team building activities**, a **Fun SPOC / employee Engagement**.
* **Writing articles (coordinating)** and frame In-house, Publication / Newsletter
* **Corporate Communication**

**Strengths :**

Time-tested Verbal/Written Communication skills in English, MIS Reporting, PPT Presentation and MS Office Skills; lead, administer and coordinate, open to learn new things; Soft skills, public speaker/orator/presenter / data interpretation and reporting; presentable personality.

Weakness: To err is human

**Last CTC:** INR 5.5 Lakh p.a.

Expected CTC: As per Industry standards

**Notice:** Immediate joining

**Personal Interest:**

Writing, Group discussion, Public Speaking, watching parallel as well as humorous cinema. spending time with Plants and Pets and children; experimenting in the kitchen

**Personal Data:** Born on 27th of December 1978, Convent educated Bengali, Hindu, Married

 Place: \_\_Ahmedabad \_

***Resume Submitted in Confident***. Date: 18/07/2019.