PRIME PROSPECT MANPOWER: Executive Assistant /Admin./ Operations /CSR /Corporate Communication

**Biswajeet Dutta**

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**Career Objective**: To support/Improve and be a critical part preferably in Operations / Executive assistance / Communication /Secretarial position, in organization of repute with a long term association on enhanced performance every new day

**Professional Experience / Exposure**

**Current Engagement:**

Freelance creative writer / editor / minute projects / documentation (soft and hard) / data compilation /branding write-ups, training material / blog writing, poster and banner ideas with images and texts in Start-ups as well as big-shots for 9 months.

**Last Employment:**

**Sintex – BAPL Limited (Sintex group of companies), Kalol, Gujarat**

**Personal Assistant to Group CEO**

Rank: Deputy Manager

Last CTC: 7.5 LPA

**Roles and Responsibility:**

Initiative on anything that can make the functioning of Group CEO Office smooth. This included Administration, Operations, Coordination; and additionally Executive Assistance function as delegated.

Reason for leaving(in 3 months): Urgent Family need

**Previous 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.
* Arrange Meetings, prepare MOM, documentation, official communication and travel assistance.
* Handle incoming product enquiry and **allocate task to officers**.
* **Coordinate with Sales / Production team** and report financial transactions.
* CSR / 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**;
* **Prepare** reports on various spheres and summarize for analysis
* **Any assignment delegated or undertaken on self initiative**

**Reason for change:** Better opportunity

**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/**Operations Manager**) to start a professional life consisting of behavior, attitude and communication skills along with process knowledge.
* **Consolidate data and prepare reports and Quality check** on parameters;
* Communicate as per guidelines, with Line of Business/Work flow coordinators / (Overseas) and other departments in India.
* Assistance to top management, by **prepared reports** and summarizing
* Seek to improve process by implementing **Six Sigma tools and other practices**;
* **Human Resource single point of contact for the sub-process / shop (cost centre) .**
* **Employee engagement / Rrecreational activities / CSR as per ISO standards**

**Reason for change:** 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 April1,762.08

* 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**.
* **Idea to substantially reduce local travel cost** of Engineers and Executives in manufacturing organization.
* **Started the idea** of soft calls (like call centre) for inviting client for trainingin a manufacturing Co (transform Technical-training from support function to revenue generation department)
* **Writing articles (coordinating editor)** 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 / leadership, data interpretation and reporting; presentable personality.

Weakness: To err is human

**Last CTC:** INR 7.5 Lakh p.a.

Expected CTC: As per 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 Confidence*** Date: 22/04/2019\_\_\_\_\_\_