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

**Biswajeet Dutta**

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**Career Objective**: To support/Improve and be a critical part preferably in Support or Administration / Executive assistance / Communication /Secretarial assistance in an organization with challenging opportunities and long term association on enhanced performance every new day.

*I am willing to devote my energy consisting of my tasks as bits and pieces to be delivered in a streamlined process where the synergy of my work with a system will magnify the result*

**Professional Experience / Exposure**

**Current Engagement:**

Freelance creative writer / editor / minute projects / documentation / data compilation /branding write-ups, training materials / blog writing/ newsletter or editorial soft launch, poster and banner ideas in Start-ups as well as big-shot for over one year.

**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 Responsibilities:**

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
* **SPOC** for Business head / Director's office
* **Coordinate and communicate** with HODs
* Arrange Meetings, prepare **MOM** and follow up
* Documentation, and **record management**
* Direct phone calls to the right person
* Office communication and **travel assistance**.
* Review travel expense statements and report financial transactions
* Promotional activities and presentations
* **Editorial Coordinator** of **in-house publications**;
* **Internet research** on industrial trends, facts and figures. Preparereports on various topic
* **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 associates** (on the job/ classroom – Mentor/Trainer)
* **Consolidate data and prepare reports on Quality check** and parameters;
* Communicate as per guidelines, with Line of Business/Work flow coordinators overseas and other departments onshore.
* Assistance to top management, with **prepared reports** and summary
* 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 SPOC**

**Reason for change:** Personal

**First Commercial Engagement / Exposure:**

English and Value Education para-teacher for classes 7-9 at St. Mary’s School for over one year.

Additional profession:

Tax/Investment advisor, Insurance /MF sub-brokerage Authorised Servicing Centre, Dhanbad over 6 yrs.

**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; reach out and initiate, open to learn new things; Soft skills, public speaker/presenter, scientific temper with an eye on detailing, presentable personality.

Weakness: Too generous

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

Expected CTC: As per standards

**Notice:** Immediate joining

**Personal Interest:**

Writing, group discussion and 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, and Married

Place: \_\_\_\_\_Ahmedabad \_

***Resume Submitted in Confidence*** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_