

# PRITAM DUTTA

**Address for communication:**

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Pin - 781029

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## Career Objective

To join an organization that offers me a stable and positive atmosphere and to pursue a promising career while being resourceful, flexible and innovative and also gives the opportunity for personal and organizational growth.

## Education

MBA	2011	Don Bosco University, Guwahati	7.11*
Bachelors	2008	B.Borooah College, Guwahati (Gauhati University)	59.7%
Class XII	2005	K.V.Khanapara, Guwahati (CBSE)	68. %
Class X	2002	K.V.Khanapara, Guwahati (CBSE)	48 %

\* CGPA

## Work Experience

- **School Health Annual Report Programme (SHARP Ngo), (2 years)**  
**Project Coordinator**
  - Responsible for coordinating various Government and Non Government projects.
  - Making reports and strategy planning in implementation process for the projects.
  - Integrally support the Project Directors in implementation of the various activities.
  - Keep track of activity progress as per approved plan.
  - Experienced in working in grass root level with various coordinators from village level
  - Conducted training for Adolescent girls (AGs) under SABLA scheme with Dept. Of Social welfare, Govt.of Assam
  - Conducted hand wash program for children's in schools of Guwahati city in partnership with Dettol.
  - Conducted various surveys in schools of Guwahati.
  - Responsible for bringing various CSR projects in Guwahati.

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- **Mushroom Development Foundation, Guwahati** (9 months)  
(An Guwahati based NGO)  
**Executive Coordinator**
    - Responsible for coordinating various Government and Non Government projects.
    - Experienced in working in grass root level with various coordinators from village level and also doing various activities such as awareness campaign, socio economic assessment and evaluation etc.
  
  - **HSBC Bank, Guwahati** (6 Months)  
**Assistant Sales Manager**
    - Responsible for new business development.
    - Handling existing customer portfolio.

### Management Internship

- **Reliance Communications Limited, Kolkata** (2 months)  
May 2010 – Jun 2010  
**Increasing Market Share and Store Productivity of Reliance in Modern Trade Outlets, Kolkata**
  - In-depth understanding of the telecom industry in general and inducted into the culture of RCL.
  - Engaged in Essar Group's 'The Mobile Store' chain as a brand representative for RCL
  - Achieved and exceeded the sales target.
  - Identified and recommended marketing and sales activities for desired market share.

### Academic Project

- **Mushroom Development Foundation** (3 months)  
July 2010 – September 2010  
**Developing a farmer's cluster in Boko in collaboration with Mushroom Development Foundation**
  - Understand the operations of MDF and the market of fresh mushroom in Guwahati.
  - Identified key people and formed a cluster of mushroom farmers in Boko.
  - Project to benefit 60 farmers by providing additional income from the cash crop.
  - Designed go to market plan for fresh mushroom, to be implemented as pilot project of MDF.

### Achievements and Awards

- Volunteered in National Games, 2007, Guwahati as a Liaison Officer.
- 2nd position in case study competition in AIM Quest, organized by Assam institutes of Management.
- Won 1<sup>st</sup> prize in photography competition organized on the occasion of Environment Week at HSBC bank.

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### Extra Curricular Activities

- Coordinated the B school event JourNEI 2010, DBIM.
- Actively participated in fund raiser activity for **Prajwal**, social initiative for under privileged children.
- Actively participated in a event named **Guwahati Walk and Run** organized by Snehalaya, Parijat Academy, Atma-Nirbhar- Ek Challenge and SHED for under privileged children
- Actively participated in flood relief campaign in two districts of Assam.
- Active participation in various cultural and sports events in school and college and won many accolades

### Hobbies and Interests

- Travelling.
- Photography

### Personal Profile

FATHER'S NAME: Mr. Pradip Kumar Dutta

PERMANENT ADDRESS: House no.-19, Kalibari Road,  
Basistha Nagar,  
Guwahati, Assam,  
Pin - 781029

DATE OF BIRTH: 2<sup>nd</sup> January, 1987

SEX: Male

MARITAL STATUS: Unmarried.

NATIONALITY: Indian

RELIGION: Hinduism

LANGUAGES KNOWN: English, Hindi, Assamese and Bengali.

### DECLARATION

*I hereby affirm that the particulars stated above are true and correct to the best of my knowledge and belief.*

**Place: Guwahati**  
**Date: 26/05/2015**

PRITAM DUTTA