**SHASWATA MUKHERJEE**

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**Objective**:

Young, dynamic, self-motivated professional seeking opportunities in challenging and creative roles requiring the application of knowledge and innovation.

**Work Experience**:

* **Jr. Administrative Assistant** at Indian Institute of Technology, Bombay (*March 2019 – Till date*)
* Maintain student records and academic data
* Manage purchase and inventory of the department
* **Sr. Project Technical Assistant** at Indian Institute of Technology, Bombay (*February 2018**–**February 2019*)
  + - * Create website content for the project “National Virtual Library of India” under the Ministry of Culture, Govt. of India
    - Review and monitor the content and related activities of the project
    - Test the functionalities of websites hosted under the project
    - Train and supervise team members on Content Curation
    - Invigilate students of IIT B for various examinations
* **Project Assistant** at Indian Institute of Technology, Bombay (*April 2017**–**February 2018*)
  + - Assist in the project “National Virtual Library of India” under the Ministry of Culture, Govt. of India
    - Curate content for website
    - Prepare and circulate minutes of the meetings
    - Prepare style formats for reporting purposes
* **Book Keeper** at Bee Bee Enterprise, Kolkata (*February 2017 – April 2017*)
  + - Checking book and bank balances
    - Check tax implications
* **Junior Content Writer** at QED- Quite Easily Done, Kolkata (*January 2016**–**January 2017*)
  + - Ideate and create content for digital marketing for clients
    - Promote and manage the brand on the social media platforms viz. Facebook, Twitter, and Instagram

**Freelance Activities**:

* **Invigilator** at British Council Exams Pvt. Ltd. (*October 2016**–**December 2019*)
  + - Manage test centre activities (candidate registration, verification, invigilation and reporting) as per guidelines
    - Conduct invigilation for IELTS, CFA, YLE, CELLA, FRCS, Actuaries
* **Content Writer** at EXIN Media (*June 2015**–**September 2015*)
  + - Craft new content for their upcoming websites
    - Write and publish news content for the online news portal <http://exintimes.com/>
* **Assistant Director and Translations** for a reportage film on ‘*Aspirations of a Law Student*’[[www.youtube.com/watch?v=MWkgp1yfOu4](about:blank)]
  + - Hands on experience of scheduling
    - Maintenance of continuity sheet

**Education**:

* 2021 – PGDM (Operations Management) from NMIMS Global Access School of Continuing Education - Pursuing
* 2015 – PGDMM (Television Management) from Calcutta Media Institute – IISWBM, University of Calcutta – 69% marks
* 2013 – B Com from IGNOU – 57% marks
* 2009 – XIIth board (Science) from Seventh-Day Adventist Sr. Sec. School (ISC) – 64.50% marks
* 2007 – Xth board from Lycée (ICSE) – 78.80% marks

**Other Qualification**:

* Pursuing 1-year course on Corso di Italiano (Beginners Italian) from University of Pavia conducted by Indian Institute of Technology, Bombay
* Completed a 7-week course on Creative Writing from British Council with “Excellent” grade
* Participated in a workshop on Public Speaking and Anchoring certified by PRSI, Kolkata Chapter
* Completed 1-year Diploma course in Video Editing & Animation (3D) from Jadavpur University conducted by Brainware Computer Academy with “Good” grade
* Completed1-year Diploma course in Image Editing & Animation (2D) from Jadavpur University conducted by Brainware Computer Academy with “Very Good” grade

**Skills**:

* Beginners knowledge of SAP (ERP)
* Website Content Management Software like Drupal 8 (open source); Hyper Text Mark-up Language (HTML); Mind Maps
* Computer exposure in Graphics, 2D Animation, Video Editing, 3D Animation and general computing
* Knowledge of social media analytics tool

**Personal Information**:

Date of Birth: December 27, 1991

Father's Name: Mr. Shyam Sundar Mukherjee

*Shaswata Mukherjee*