



Name- Bodhisatva Ghosh

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Int. Passport No.- M3011987

Nationality: Indian

Permanent Address-

Flat-3C, Block-B, Mangaldeep
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Kolkata(W.B)-700074

Mailing Address –

Flat No.-242,"Daffodil", Parthivi
Pacific, Tatibandh. G.E Road,
Raipur-492099

SOCIAL

Skype: bodhisatvag

Whatsapp-7773009622

LinkedIn:

<https://www.linkedin.com/in/ghosbodbhisatva/>

Facebook:

<https://www.facebook.com/bodhi.ghosh>

LANGUAGE SKILLS-

Fluent in English, Hindi and Bengali

MEMBER OF ASSOCIATION

Member of Bharat Soka
Gakkai(BSG)-the Indian
Affiliate of Soka Gakkai
International(SGI)

KEY IT SKILLS

- MS Office (Excel, Word, Power Point) and Finacle-10 & Profile for Windows
- CRM/QMS/CCMS/WMS
- ERP for Real Estate Developers
- WhatsApp, Instagram, Twitter and Facebook

BODHISATVA GHOSH

Six Sigma Black belt certified+ M.B.A (Mktg+HR)+B.E (Mech.)

With more than **21+ years professional Experience**

Acknowledged, performance-driven professional offering **over 21+ years of multi-faceted experience** with proven competence in the **Training, Business Administration, Office Administration, Marketing Administration, Retail Branch Banking Operations, HR & Manpower Management, HR and Retail Store Management.**

PROFESSIONAL EXPERIENCE

➤ **Executive Assistant to The Chairman- Nov2015 – Till Date**

Parthivi Group, Raipur, Chhattisgarh, India

- Conducting Employee Training and development across the organizations.
- Imparting Marketing and Sales Training and coordinating in Advertisement Drafts, Brand Management and promotions of Projects.
- Expertise in delivering corporate presentations for business meetings and proposals, designing Presentations of various projects
- Project Planning, Construction Site Management, Coordination and Management
- Analysis of department Reports and evaluating productivity of Employee.
- Strategic Filtration of Flow of Management Communication to each level.
- With excellent Communication Skill actively handling client's grievances,
- Strategic Communication with Corporate, Business Consultants and Institutional dignitaries.
- Strategizing and participating in Diversification of Business
- Exploring new Business Modules and evaluating Profitability
- Expertise in delivering corporate presentations for business meetings and proposals, designing Presentations of various projects.
- Expertise in documentation of various financial borrowings and Project Financing and managing Banking communication
- Expertise in Managing Infrastructural Project with TCS-iON-Digital Zone and coordinating the entire project Management.
- Expertise in public relations and Media communications
- Analysis of department Reports and evaluating productivity.
- Arranging and coordinating various Corporate and Business events heading a Business Vertical completely on behalf of the Company Directors.
- Coordinating, executing and processing all lease contracts & Property leasing..

➤ **Freelance Educational & Professional Trainer/Consultant –**

July 2013 – Oct 2015

Imparting corporate Induction, Soft skill Training, Sales Training and process training in various corporate and SME's

➤ **Manager - Administration – Nov 2012 – Jun 2013,**

Sky Mars Agro Industries Ltd, Kolkata , West Bengal India

➤ **Branch Operations Service Head- ING Vysya Bank Ltd., Kolkata, Jan 2012 – Sep 2012 & Jul 2007- Jul 2011**

➤ **Manager – Operations- Axis Bank Ltd. Baharampur, India- Jul 2011 – Dec 2011**

➤ **Customer Service Officer- ICICI Bank Ltd., Mumbai, India- Oct 2004 – Jul 2007**

➤ **Manager (Government & Institutional Sales of TATA Motors Commercial**

Vehicles)-Bafna Motors (Mumbai) Pvt. Ltd., Thane, India- Nov 2002 – May 2004

➤ **Jr. Quality - Advisor - Feb 2002 – Aug2002- Quality Systems and Allied Services, Raipur, India**

KEY PROFESSIONAL SKILLS

- Grievance Handling
- Sales Training
- Marketing Administration
- Sales Support
- Team Management
- Employee relations
- Total Quality Management
- ERP Process Coordination
- Liaison & Coordination
- Training & Development
- Project Report Drafting
- Travel Planning, Management
- Office Administration
- Social Media Advertising
- Employee relations
- Office Automation
- Project Management
- Training on Customer Service
- Financial Management
- Profitability Analysis
- Retail Store Management
- Cash Control & Management
- Banking Operations
- Manpower Planning

HOBBIES

Singing, Dancing, Pencil Sketching
and Painting, Creativity & Cooking

PERSONAL DETAILS

Date of Birth: 14th September 1976

Blood Group: B+

Gender: Male

Height- 176 cm

Marital Status: Married

Dependants: 3

EDUCATION

- **Post Graduation--M.B.A (Mktg. & Personnel Mgmt.)- from 1999 to 2001**
Nagpur University College-K.I.T.S, Ramtek, India- First Class
- **Graduation-Bachelor of Engineering(Mechanical)- from 1995 to 1999**
NMMU Jalgaon, Gangamai College of Engg., Dhule, India- First Class
- **Diploma in Total Quality Management- 2007-NCQM, Mumbai**

CERTIFICATION

- **Certification in Six Sigma Black Belt- year 2016**
International Academy for Certification and Training, Delhi, India, -First Class
- **Certification in Six Sigma Green Belt- year 2012-IACT-2016**

TRAININGS & PROJECTS UNDERTAKEN

- **Certification in Financial market Training, Equity, Commodity and Currency Segment** at Financial Gurukul, Kolkata, India - 2014
- **Communication Skills** at ICICI Bank Ltd, Mumbai, India - 2006
- **Personal Effectiveness** at ICICI Bank Ltd, Mumbai, India - 2005
- **Personnel Management** at
The Associated Cement Companies Ltd (ACC), Durg - 2000
- **Marketing Management** at
Bhilai Steel Plant, Mumbai, India - 1999
- **Project on Rolling Mill and Coke Oven Plant** at
Bhilai Steel Plant, Mumbai, India - 1998

IMPORTANT PROJECTS ADMINISTERED

- **REAL ESTATE PROJECT @ Parthivi Group-** Marketing Training, Planning, Coordinating, Project planning and prelaunch and post launching promotions & Invitations, Project launching , Project Financing Documentation & Purchase.
- **IT INFRASTRUCTURAL PROJECTS @ Parthivi Group-** Complete execution from Planning, project budgeting, Project Financial Planning, Purchase, Documentation, branding and furnishing. Executing various contracts and agreements. Final handover and Project commissioning.
- **MANAGING EVENTS @ Parthivi Group-** International Seminars, Travel Management of Delegates, Presentations, Negotiations with Event Management Agencies, Planning program schedules, hospitality & entertainment.
- **FIVE-S IMPLEMENTATION IN BANK BRANCH @ ICICI Bank-** Implementing, Executing and coordinating Five-S in Bank Branches. Achieving appreciation and driving in all branches.
- **BULK HCV, MCV, BUS SALES DEALS @Bafna Motors Pvt. Ltd.-** Participating in tendering process, Rewarded for Bulk Commercial vehicle Sales deals, coordinating the billing to final delivery in Government and Institutional Sales Dept..

DECLARATION

I hereby declare that above mentioned all information is correct to my knowledge and I bear the responsibility for the precision of above mentioned particulars

BODHISATVA GHOSH