**Gourab Das**

**(M)+91 8697327875**

**email-** [**rohondas12@gmail.com**](mailto:rohondas12@gmail.com)

Master of Business Administration

***Present Assignment***

*Graduated in Masters in Business Administration-General from London South Bank University, Singapore*

***Past Assignment***

*Completed Bachelor of Technology in Electronics and Communication from Manav Bharti University, Himachal Pradesh*

**Introduction**

A student with knowledge of Masters in Business management student and Bachelor of technology in Electronics and Communication. Dynamic in working enthusiastically in managing assignments, friendly by nature, possessing the nature to try to be a leader in a group, having positive nature and thinking in every aspect, having strong understanding of management skills such as convincing, marketing and successful completion of tasks on time.

**Areas of expertise**

Convincing Skills- I was able to convince my group people to take up Huawei case study for our group assignment case study in a fair manner.

Engineering Skills- I was able to communicate properly the exact components required in our research work and calibrated the machines in the most efficient way.

On Time- During my M.B.A course, I was able to successfully complete my dissertation and presentations on time.

Good communication skills- Appeared for the IELTS exam and got a score of 7.0 out of 9.0

**Professional Experiences**

GNS Nirman Pvt. Ltd (a real estate company)

As a **Administration Executive** from July -16 to till date

Responsibilities:

Tally ERP – Purchase entry, Sales booking, Adjustment entry, Stock maintain and other regular accounts work.

Office skills – tracking for Flat booking and follow-up with clients. MIS report submits to management etc.

Engineering skills-Duty as site-in-charge supervision of electronic equipments installation and maintenance

Marketing skills- Marketing of building projects under development and also completed ones

**Internship and Research Projects**

Topic: Design and Development of Induction Generators and motors

Collaboration: Under internship of Rajdhani Service Solutions, Delhi, India

**Skills**

|  |  |
| --- | --- |
| Software Based Skills | Presentation – MS Office, MS Word, MS Excel  Language Based –Java  Tally ERP |
| Experimental Skills | Basic Experiments - Basic Electronics |

**Academics**

London South Bank University, Singapore *Batch – 2015* - 16

Masters of Business Administration (General)

Manav Bharti University, Himachal Pradesh  *Batch – 2010* - 14

Bachelor of Technology - Electronics and Communication

St. Francis Xavier School Batch – 2009 - 10

Subjects - Physics, Chemistry, Mathematics, Computer, English and Bengali

Assembly of God Church School Batch – 2007 - 08

Subjects - Science, Mathematics, English, Computer, Social Science and Bengali

**Extra Curriculum achievements**

Joined the cricket club in school and represented the school for the inter cricket sport championship.

Gained first position for elocution representing the School in class four.

Participated in the event Power Logistics Asia 2015 PL

**Subject Based Academic Projects**

Topic: Auto wheelchair

Course: Project for 7th Semester Seminar

Topic: Robot Designing  
Course: 6th Semester Project

Topic: Design Drone and its controlling

Course: 4thSemester Project.

Topic: Dissertation on Optimizing transport facility in BlueDartIndia  
Course: Final semester MBA project.

**Personal Detail**

Date of birth : 2nd Dec, 1991

Passport : J3284391

Nationality : Indian

Address : 132 A/1D, Raja Rajendra Lal Mitra Road Kolkata, India-700085

I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

Date : -----------------------------

Place: Kolkata GOURAB DAS