

Contact Information

JAYATI BISWAS

14, SUCHETA NAGAR - II
HALTU, KOLKATA: 700 078
Current Location: Kolkata

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Contact : 91-9830250860
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Professional Details

PROJECT/INFRASTRUCTURE/GENERAL ADMINISTRATION with 20+ Years of experience in planning, designing, budgeting, preparation of BOQ, release of work order to vendor, asset procurement, vetting of measurement and processing of final invoice. Proficient in directing all project phases from start to site handover to processing vendor invoice.

Details Skill & Expertise

- **Preparation of BOQ** on basis of layout for setting up of branches, refurbishing/renovation work, budgeting of projects along with preparation of project TEMPLATE.
- **Planning of layout** in effective way so that space can be utilized at its fullest.
- Taking **site measurement** and **processing of vendor invoice** on basis of joint measurement
- **Identification of office premises**, negotiation with landlord and finalization of office space
- Management skill in terms of completion of project as **Project Manager** and liaising with vendor, Govt. Depts. And maintain a good and cordial relationship with officials.
- **Project budgeting** cost analysis and schedule of project
- **Procurement of asset** after hard negotiation with the OEM, dealer, and vendors
- **Release of work orders** and rate contract for vendors and processing of invoices on PAN India basis within given TAT.
- **Empanelment of project vendor**

**Current Employer : POONAWALLA FINCORP LIMITED
(Erstwhile Magma Fincorp Limited)**

PFL is one of the largest nonbanking finance companies in India and concentrates on business in rural and semi-urban locations. It has about 200+ branches, operating in 22 States and over 9900+ employees.

Role & Responsibilities : Infra and General Commercial & Project Manager
Designation : Deputy Manager
Duration : September 2008 to till Date

Key Job Responsibilities:

- Planning of layout and providing guidance for preparation of layout
- Preparation of BOQ based on approved layout
- Making of project template, budgeting, and cost analysis
- Site measurement and preparation of measurement sheet
- Vetting and processing of final invoice and releasing payment to vendor
- Responsible for completion of project in all respect i.e., from finalization of premise to site handover to Operation Dept. as Project Manager within the given TAT.
- Release of LOI for preparation of DLA
- Procurement of Asset for new and existing branches
- Identification of office space, negotiation with landlord as per company terms & conditions.
- Empanelment of vendors on scrutinizing of vendor profile, reference check and site visit for the work taken up.
- Preparation of MIS
- Issuance of PO, WO, and Rate Contract on scrutinizing of quotations

MAJOR ACHIVEMENT

- "Exemplary Performance" award in 2021
- Achieve award for hard work and dedication in 2020
- Completed 7500 sq. ft Ecospace (Kolkata) office within a span of 45 days in FY18-19
- Completed 3500 sq. ft Durgapur office within a span of 30 days in FY17-18
- Completed 5350 sq. ft Lucknow office within a span of 45 days in FY FY13-14

AMBIKA SPECE DESIGN PVT LTD

(Architectural & Interior Firm), Kolkata

Role & Responsibilities : Designer & Site In charge
Duration : May 2007 – August 2008

Key Job Responsibilities:

- Planning and layout drafting in Auto CAD
- Planning project activities. This includes planning of project activities like material requirement at Site, billing of materials and maintaining of stock and utilization of stock in best possible way.
- Dealing with corporate clients as part of sale promotion through promotional activities and getting project approved
- Liasioning with Government and business associates to explore opportunities for joint venture

MAJOR ACHIVEMENT

- Best employee award in 2008
- Finalization of deal with Ambuja Reality

STUDIO WB

(Interior Firm), Kolkata

Role & Responsibilities : Designer & Site Supervisor
Duration : April 2001 to May 2007

Key Job Responsibilities:

- Layout planning and designing
- Preparation of BOQ, site measurement and preparation of invoice
- Dealing with clients on regular basis for design and material approval, quality control, budgeting and project approval
- Supervision of work and maintain handover schedule

MAJOR ACHIVEMENT

- Best employee award in FY 2005 & 2006

Qualification Details

Educational Degree University	1) Master's degree in journalism and Mass Communication from Kolkata University
	2) Bachelor's degree with Philosophy Honors from Kolkata University
Professional	1) Post Graduate Diploma in Interior Designing from INIFT Kolkata

Hobbies

Cooking, Travelling & Listening to Music.

Personal Information

Date of Birth : 26th August 1978
Gender : Female
Marital Status : Married
Husband Name : Partha Malakar
Father's Name : Late Narendra Nath Biswas
Nationality : Indian
Languages Known : English, Hindi and Bengali

Date :

Place :
Biswas

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Jayati