



## **Sarat Kumar Panigrahi**

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### **Resume at a Glance**

#### **13+ years of professional experience of which:**

- a) **2+ years as Project Manager at Knowe Digitech Pvt. Ltd. – A Delhi based organization having a branch office in Bhubaneswar.**
- b) **1+ year as Business Development Manager at INext Securities and Automation Pvt Ltd.**
- c) **7+ years as Brand Promotion Manager at Dharitri and Orissa Post.**
- d) **4 years as Delivery Manager at Hindustan Times in Delhi.**

#### **Key Achievements:**

**With Knowe Digitech (as a Project Manager), we have:**

- **Successfully created digital and print media educational content for the state governments of Odisha and Manipur.**
- **Within budget and on time delivery of e-content to Odisha State Education Programme Authority.**
- **Successfully implemented e-content at the base level across the state.**

## **RESPONSIBILITIES:**

**Preparing strategy for all programmes.**

**Preparing and sharing the monthly and quarterly work plans.**

**Provide strategic guidance to projects on effective implementation.**

**Tracking work plan and ensuring that the targets are delivered.**

**Responsible for the coordination and supporting the implementation teams on field.**

**Monitor timely implementation of the project as well as the management of budget and finances of the project at ground.**

**Organised project promotional events in the field.**

**Liaisoning with departments for promotional activities and seeking support from various Government bodies.**

**Provide continuous quality support and feed back to the Govt on issues pertaining to the implementation.**

**Supervise the project staff and mentor the local partners for progression.**

**Team management – sourced a team of Subject Matter Experts, Animators, Marketing Executives from various means. Providing them proper training and motivation.**

**With the Dharitri and the Orissa Post (as a Brand Promotion Manager), we have:**

- **Properly planned, executed, controlled and ensured to reach out to a maximum number of people.**
- **Sourced executives and developed them as a team.**
- **Organized and planned various promotional activities.**

- Achieved the given target on time.

### **Educational Qualification:**

- **Master of Business Administration (M.B.A) with specialisation in Marketing** from **Pondicherry University**.
- **M.A. in English** from **Berhamapur University**, Odisha.

### **Computer Proficiency:**

- Completed one year diploma course from **APTECH Computers**, Berhampur.
- MS Office – Word, Excel, Power Point, Internet & E-mail operations.

### **Personal Vitae:**

Date of Birth : 22<sup>nd</sup> October 1977

Sex : Male

Nationality : Indian

Marital Status : Married

Language known: English, Hindi, and Oriya (Read, speak and write)

### **Declaration:**

I do hereby declare that all the information above is true and correct to the best of my Knowledge and belief.

**Sarat Kumar Panigrahi**