CURRICULAM VITAE

**Mr. Biswajeet Bhattachariya**

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**ACADEMIC CREDENTIAL:-**

* **Completed 10th Year 2001 from Churachandpur Manipur.**
* **Completed 12th Science from Imphal, Manipur Year 2003.**
* **Completed B.A. (Arts) from Berhampur University, Orissa.**
* **MBA from KSBM in affliction with NMIMS (Narsee Monjee Institute of Management Studies)** **, Mumbai.**

**SOFTWARE & SOFT SKILLS CREDENTIAL:-**

* Completed **Post Graduate Diploma in Computer Application** at **NICE**, Balasore, Orissa in the year 2007.
* Completed **Trainer Training Certificate** on Soft **Skills & IT Under Orissa Govt.**

**(OCAC) on 2nd Dec 2008 from Bhubaneswar.**

* Completed **Trainer Training Certificate on Soft Skills, MS-Office & Internet** from **NCIMES**, at Hyderabad on 07.01.2007.

**WORK EXPERIENCE:-**

* Currently working with **Matrimony.Com Ltd Sambalpur** as **Retail Manager** from **26th July 2019** till 7th Dec - 2020.

**Job Profile:**

1. Planning and evaluating marketing strategies for daily business.
2. Generating new leads for business, with proper convincing skills.
3. RM responsibility is for planning, directing, and overseeing the operations, division, department, or operating unit within an organization.
4. RM should be responsible for overseeing and leading the work of a group of people in many instances.
5. RM will ensure daily functioning of a retail store t and of employees, staffing.
6. RM articulates both short and long-term goals to ensure a company's longevity and productivity.

* Worked with **Delhi Public School Sambalpur** as **Marketing** cum **MIS In-charge** from **3rd April 2019** till June 30th.

**Job Profile:**

1. Planning and evaluating marketing strategies for student admission.
2. Organizing seminar, conferences for admission with parents in various places.
3. Generating new leads for school new admission, with proper convincing skills.
4. Monitoring school ERP software for better result and smooth functioning.
5. Reporting to the management and sending them minutes of meeting when important meetings are being conducted.

* Worked with **Blue Bells Public School Gurgaon as Sr. Admin Executive** from

**27th July 2018** to **14th March 2019** .

**Job Profile:**

1. Monitoring school ERP software for better result and smooth functioning.
2. Making of school admin cum transport MIS report on weekly, monthly and yearly basis.
3. Reporting to the management and sending them minutes of meeting when important meetings are being conducted.
4. Drafting of monthly and annually budget for admin.
5. Looking after facility management, like housekeeping staffs, security staffs, and adoc staffs.

* Worked with **Modern Delhi Public School Faridabad as Transport cum Liaison Officer from** **20th Feb 2017** till **18th June 2018.** **.** (Approx to 1.4 Years of experience).

**Job Profile:**

1. Regular visit of various state government agencies for completing the task given by the school management.
2. Monitoring school ERP software for better result and smooth functioning.
3. Making of school admin cum transport MIS report on weekly, monthly and yearly basis.
4. Reporting to the management and sending them minutes of meeting when important meetings are being conducted.
5. Drafting of monthly and annually budget for admin and transport office and sending them to the management office for approval.

* Worked with **Delhi Public School Sushant Lok, Gurgaon** as **Purchase cum Transport Coordinator** from **6th Feb 2013** till **3rd February 2017**. (Approx to 4 Years of experience).

**Job Profile:**

1. MIS & cost control, Billing & Preparing of Purchase Order for various vendor.
2. Vendor coordination & Vendor Management.
3. Making of SOP for Organizational development and profit.
4. Stock management for accuracy & Vendor coordination for inbound & outbound activities
5. Handling daily vendor & school correspondence.
6. Organizing and servicing committee and academic board meetings (such as producing agendas, taking minutes etc)
7. Preparing statistics and handling data, such as attendance figures etc.
8. Processing of all invoices, purchasing equipment/other goods.

* Worked as **Senior Executive CCE** with **iEnergizer at 37A Sector-60 Noida,** since 1**9th April 2009** till **16th November 2012**. (Approx to 3.7 Years of experience).

**Job Profile:**

1. To deal with client, solve queries, and get productivity for the company.

1. Working with team, for a better result and benefiting the organization with different projects with client satisfaction with zero error.
2. To meet daily target and increase productivity for myself and team.
3. To follow instruction given by Team leader and Manager for better performance.

* Worked as **Admin Assist cum Soft Skill Trainer** at **RJSMS College Balasore, Odisha** from **12th June 2008** till **18th March 2009.** (Approx to 9 months of experience).

**Job Profile:**

1. Administering and coordinating student recruitment, examinations and assessment activities
2. Handling daily vendor & school correspondence.
3. Organizing and servicing committee and academic board meetings (such as producing agendas, taking minutes etc)
4. Processing of all invoices, purchasing equipment/other goods.
5. MIS & Cost Control, Billing & Preparing of Purchase Order for various vendor.

Handling of Housekeeping and Security Staffs for the safety and security of the college

* Worked as **Executive CCE** for International **BPO/KPO** at **Kolkata** (From **7th September 2006** to **19th May 2008**). Company**: 7 Hills Information Pvt Ltd.** (Approx to 1.8 Years of experience).

**Job Profile:**

1. To deal with client, solve queries, and get productivity for the company.

2. To train executives with better conversion and how to deal with client and solve their queries.

3. To carry work instruction given by Team Leader/Asst. Manager for team productivity.

EXTRA CURRICULAR ACTIVITIES:

* **Attended a Seminar for Trainers, conducted by Orissa Government on Communication Skills & Soft Skills, under (OCAC) at Bhubaneswar, Orissa.**
* **Demonstrated Training at Tata Tele Service in Bhubaneswar, Orissa for 7 days on Communication Skills, Customer Service, Soft Skills & BPO Skills.**

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

**Current CTC: 22,000/- per month**

**Expected CTC:**  Negotiable

**Date:**

**Place :**

**Signature of Candidate**