**PRIYATRISHA MITRA**

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*Targeting assignments as* ***Faculty/Lecturer/Trainer/Facilitator/Office Administrator*** *in a leading organization of repute; preferably in* ***Bangalore/Kolkata/Hyderabad/Mumbai/Chennai***

* **NSE Certified**, **MBA & B.Tech. (Biotechnology)** professionalwith **nearly 2 years’** experience in domain of **Market Research, Data Analysis, Advanced Excel, Teaching, Administration, MIS Reporting, Project Coordination, Training and development.**

**PROFILE SUMMARY**

* Currently working **as a cognitive, behavioural and interpersonal skills development trainer**
* Worked as Research Assistant on a project which focused extensively on Indian economics under the guidance of Dr. Sahana Ghosh (Business Researcher & Academecian)
* Possess extensive theoretical and practical knowledge of **Statistics & Management** Subjects (**Brand management, Product handling tactics, Strategic marketing, IMC, Retail management**, **Market research methodologies**) and **Computer Applications** with the exposure of training the underprivileged children & youth
* An active **Social Worker**, engaged in social works related to under priviledged children, economically backward women & street animals
* Expertise in developing the full service plan & budget and evaluating both professional / support staff
* An enthusiastic, creative & passionate educator, mentor & advisor,uses a unique blend of motivational & targeted instruction &methodologies to enhance curriculum, focus & establish sound relationships
* Being passionate about teaching, looking for role of facilitator in education industry where my objective is to bring dynamic transformation with the integration of **data science** and **business management**

**CORE COMPETENCIES**

*~ Teaching ~ General Administration & Facilitation ~ Student Counselling*

*~ Advanced excel ~ Data Analysis & Interpretation ~ MIS Reporting*

*~ Secondary Market Research ~ Training & Development ~ Statistical Analysis & Modelling*

**CERTIFICATION/KNOWLEDGE PURVIEW**

* Joint certification from NSE India and NSDC in **‘Business Analytics Program’** from IMS Proschool, **Bangalore (Nov’15-Oct’16**) & gained in-depth knowledge & hands-on experience in real time data on statistical and analytical tools such as:
* Data Exploration with Statistics
* Correlation and Regression Analysis
* Advanced Excel *(pivot table, conditional formatting, lookup, formulas and functions)*
* Basics of SAS and R
* Statistical Modeling
* Time Series & Forecasting
* Market Research
* Sampling and Hypothesis
* Macros
* Google Analytics

**PROFESSIONAL EXPERIENCE**

**Project Profile: Faculty (June 2017- till date)**

**Role:** Working as Cognitive, Behavioural and interpersonal skills development trainer at Omnifin Solutions Pvt. Ltd(Kolkata)

**Responsibilities:**

* Responsible for imparting training on cognitive, behavioral and interpersonal skills to school and college students foe enhancement of overall personality development and improvise communication skills
* Conducts professional training programs on personal habits, emotional empathy, time management, leadership traits, team building relationship, positive thinking, etc.
* Identifying the areas of problem and counselling the students accordingly
* Following curriculum to create weekly lesson plans and evaluation of students’ abilities and performance
* Coordinating with the clients and developing training modules and implementing training through innovative and interactive sessions and activities accordingly
* Assist trainees in finding and maintaining employment
* Proper maintenance of tracker
* Updating supporting documents and training material

**Project profile: Project Coordinator (July 2016- Nov 2016)**

**Role:** Responsible for Managerial, Academic & Administrative Affairs of MB Project of Samridhhi Trust (Bangalore)

**Responsibilities:**

* Imparted trainings on Computer Basics (MS Office/Internet Applications)
* Supervised administration related activities including infrastructure management, facilities planning, security and utilization of resources; monitored smooth operations at site and coordinating between all the related departments across departments
* Coordinated housekeeping activities along with fulfill the printing and stationery requirements of the office, Postage & couriers, transit insurance for materials
* Managed the process of curriculum review including course content, methods of delivery & assessment; documentation and negotiation of these developments; coordinated with other Project Coordinators and CEO with a view to the provision of collaborative courses
* Executed the process leading up to periodic teaching quality assessments including a self-assessment program, making recommendations for improvement, detailed arrangements for assessment visits
* Conceptualized & developed training & development initiatives for improved productivity, building capability and quality enhancement; identified training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies
* Organized health check-ups and community PTA meetings
* Strategically managed community logistic issues & parents’ grievances
* Liaised with sponsors and volunteers for various educational events
* Maintaining MIS reports weekly, monthly and quarterly
* Provided IT support for the entire project

**Highlights:**

* Acted as:
* In-charge of overall administrative affairs
* Facilitator
* Team leader
* Engaged in overall welfare of the underprivileged children; provided proper food and medicines to the children
* Shouldered the responsibility of academic career of the students
* Counselled the students into depth taking into consideration their psychological architecture and family background.
* Managed entire gamut of recruitment process entailing shortlisting, interviewing, performance evaluation, salary sheet preparation and training & development

**Project profile: Research Assistant (May 2014-June 2015)**

**Role:** Worked on a project which deals extensively on Indian economics under the guidance of Dr. Sahana Ghosh (Business Researcher and Academician) in Kolkata

**Responsibilities:**

* Data collection from authentic Government sources
* Data computation, compilation and tabulation
* Data analysis and graphical presentation of data through advanced excel
* Statistical modelling
* Preparation of write-ups on Government Policies and Programmes
* Analyzing the market of books on Indian Economics, identifying the supply and demand gap and the arenas of competitive advantage.

**ACADEMIC DETAILS**

2014: PGPM (Fulltime 2 years Dual Integrated Program) in Marketing from United World School of Business, Kolkata with **7.74/9 CGPA**

2011: B.Tech. in Biotechnology from Haldia Institute of Technology (WBUT), Kolkata with **7.61/10 CGPA**

2007: 12th (Science) from Salt Lake School (ISC Board), Kolkata with **80.5%**

2005 10th from Salt Lake School (ICSE Board), Kolkata with **80.8%**

**IT SKILLS**

**Package:** MS Office Suite (Word, Excel & PowerPoint), Advanced Excel (Pivot Table, Conditional Formatting, Lookup, Formulae and Functions), Macros

**Others:** Basics of SAS and R

**ACADEMIC ACHIEVEMENTS**

* Bagged silver medal in the PGPM batch at United World School of Business (2013)
* Graded A+ in the Final Dissertation Project from the Dean of the Institute (2013)

**PERSONAL DETAILS**

* Date of Birth: 13th April 1988
* Languages Known: Hindi, English and Bengali
* Permanent Address: Salt Lake, Kolkata 700091

**~ Please refer to annexure for organizational projects & dissertation & extracurricular activities~**

**ANNEXURE**

**PROJECTS UNDERTAKEN**

Organization: Kotak Mahindra Old Mutual Life Insurance Limited, Kolkata

Period: Nov’13-Apr’14

Domain: Recruitment and Customer Relations

Role: Intern

Highlights: Received ‘Future Promising Employee’ award for effectively executing the project in 2014

Responsibilities:

* Identified market and searched talents
* Sourced and shortlisted the candidates from the job portals matching the requirement of the company
* Developed team to ensure that the candidates are given pertinent and adequate training
* Conducted corporate trainings and workshops
* Filled 12 positions with appropriate candidates
* Managed back-end operations, documentation, MIS reporting and customer/client interactions

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Organization: Hindustan Unilever Ltd., Kolkata

Title: Buying Behaviour of FMCG Products in Non-Profit Organizations

Period: Dec’12-Feb’13

Role: Intern

Responsibilities:

* Analysed the buying behaviour of FMCG products in non-profit organizations
* Identified the unexplored arenas of market and tapped the potential market of social welfare organizations in coordination with the Sales Mangers of the organization
* Conducted market research & scrutinized the parameters that affected purchasing motives of the social welfare organizations

Highlights:

* Generated revenue of INR 9 Lakhs by pitching in the social welfare organizations

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Organization: Swastik Investment and Research Services, Kolkata

Title: Primary Market Research on Metal Scrap Industry

Tools: CATI Tool for Primary Research

Role: Intern

Duration: 15 Days

**DISSERTATION**

Title: ‘Buying Behaviour of Mobile Phones among Youth Group’

Year of Completion: 2013

Objective: The objective was to find the attributes which influenced the customers’ decision-making process in purchasing mobile phones and the preference level associated with the various brands of the same.

Highlights: Conducted the market research on the title in 2013 and graded as A+ for the Dissertation

**EXTRACURRICULAR ACTIVITIES**

* Represented UWSB in industry seminars and visits (2012)
* Certified as an active participant for the event ‘Anant Education Initiative’- a CSR initiative of Infinity Group (2013)
* Received appreciations & certifications in various dance competitions held in college & school
* Gained recognition as District Level Dance Champion
* Actively participated in cultural programs and other activities held in school & college
* Led Entrepreneurship Club and Debate Club at university level (2012-14)
* Trained Bharatnatyam Dancer & Certified Swimmer