

SOURAV CHATTERJEE

Email: sourav100@rediffmail.com

SUMMARY:

Over 21+ years of industry experience

Highly developed interpersonal skills.

Self-motivated with the ability to coordinate daily office functions.

Knowledgeable regarding technical and IT terminology.

Ready to train new personnel.

Can execute number of projects simultaneously.

Specialized in Recruitment, Employee Engagement, Implementation of HR Policy, office and administrative procedure.

• Key Domains

- Operation, Recruitment, Training and Administration services
- Human Resource Recruitment and Corporate Training & Development delivery.
- Education content development and design of delivery system

• Personal Key Skills

- Knowledge in financial sector and in services industry
- Resource Management and Development
- Marketing of services
- Clarity in conceptualization
- Effective communication.

Current Work Profile:

Swami Vivekananda University

From: 01.12.2020 to till date

Role: Assistant Professor

Responsibilities:

1. Teaching and Mentoring

- Designing and delivering lectures, seminars
- Developing course curricula in alignment with academic standards and institutional policies.
- Assessing student performance through examinations, assignments, and projects.
- Providing academic guidance and mentoring students on career prospects and research opportunities.
- Encouraging active learning and critical thinking in students.

2. Research and Scholarly Activities

- Conducting original research in their area of expertise and publishing findings in reputed journals.
- Presenting research papers at conferences, seminars, and academic workshops.
- Collaborating with fellow academics, industry professionals, and institutions to enhance research impact.

3. Curriculum Development and Academic Contributions

- Updating course materials to reflect recent advancements in the field.
- Participating in the development of new academic programs and syllabi.

- Contributing to the accreditation process and quality assurance measures of the institution.
- 4. Administrative and Institutional Duties**
- Serving on academic committees
 - Assisting in organizing seminars, workshops, and extracurricular activities.
 - Participating in faculty meetings and contributing to institutional decision-making.
- 5. Professional Development and Community Engagement**
- Attending faculty development programs and professional training workshops.
 - Engaging in interdisciplinary collaborations to enhance teaching and research.

PREVIOUS ORGANISATIONS

- **Office of the Member of Parliament, Ranaghat**

From: 1st August, 2019 – 30.11.2020

Role: Personal Assistant / Secretary

Responsibilities:

- perform functions like planning, organizing, staffing, directing and controlling
- Manages different projects

- **Teamz IT Solutions Pvt. Ltd., Kolkata**

From: 10th October, 2014 – 31st July, 2019

Role: Organisational Manager

Organization profile - TEAMZ IT SOLUTIONS Pvt. Ltd. is a Kolkata based offshore web and software application Development Company. It has over 6 years of hands on experience in designing resourceful websites that have helped our clients take a giant leap ahead in their respective business are beginning from just a toe hold in the vibrant internet space.

Responsibilities:

- Handling entire gamut of Human Resources for the Service Business.
- Training module development across all level staff along with manager
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- Managing the functions pertaining to Induction, Separation, Leaves, Attendance, compensation, Exit Interviews, and Rewards activities in the division.
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Recommend, develop and maintain human resource databases, computer software systems.

- **NIIT Institute of Finance, Banking and Insurance Training Ltd, Kolkata**

From: 25 April, 2011- 9th October, 2014

Role: Training Consultant

Organization profile - Institute of Finance Banking & Insurance (IFBI) is an initiative of NIIT which is Asia's No. 1 trainer and leading Global Talent Development Corporation, to aid the financial services and banking industry to meet its demand for skilled manpower. IFBI offers training programmes for the entry-level professionals as well as customized programs for experienced professionals from the Corporate Sector.

- Education delivery in respect of banking operations, sales & management, financial markets, financial products and soft skills.
- Conducted Corporate Training in FINACLE for a UCO Bank, United Bank of India, and Bank of Baroda.

Achievements and Trainings:

- Have undertaken Academic Delivery
- Delivered education to students and corporates such as UCO Bank employee

- **Company: Nelito Systems Ltd, Kolkata. (July,2006 – April,2011)**
(A TATA Group Company)
Role: Senior Executive (Team Leader)

Nelito, a TATA GROUP. Company, is one of the leading Indian IT solutions and services Company catering to the requirements of banks, financial institutions and corporate houses.

Job Responsibilities:-

Data Center Experience: Worked as Functional specialist in UCO Bank, Federal Bank & UBI Banks' Data Centre.

Implementation Experience: Finacle, Banks 24(FNS) two Core Banking Solution. Bank of Baroda, Bank of India, UBI Bank, Federal Bank, Bank of Maharashtra: (FNS), Andhra Bank.

Data Migration: Migrated data from TBM System to CBS through tools in UBI and UCO Bank.

Hand Holding: Once the bank goes live, 7 days onsite support is provided for smooth functioning of the branch in the new system. During this period teething problems are solved.

Corporate Training: Involve in corporate training, content development and design of delivery system, education delivery at Bank of India Staff Training College, Kolkata and United Bank of India Training College, Kolkata.

- **Company: Shree Automobiles Pvt. Ltd. Kolkata. (May,2004 - July,2006)**
Role: MIS Executive

Job Responsibility:-

- Collection of MIS data from concern authority periodically.
- Collation of these data for a consolidated report of the organization.
- Presentation of consolidated report to the management in time.
- Invite attention of senior people of Company in case of any incongruity.
- Reconciliation of data between MIS and Accounts section before compilation & presentation.

- **Company: S.R.Infotech** Kolkata (1999-2004)
Role: HR Executive

Job Responsibilities:-

- Maintain personnel file of staff accurately.
- Maintain leave and other records of all employees
- Share leaves position record with Accounts section at the time of pay-roll preparation.
- Keep updating stock register and concern authority about the stock in hand, need to be purchase etc.
- Maintain soft copy of staff personal details, staff strength, evaluation sheet, staff contact details etc.
- Maintain soft copy staff personal details, staff strength, contact details of staff and any other essential details which help in smooth function of HR Department.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- **MBA in HR from SMU**
- **BSc from Calcutta University**
- **P.G.Diploma in Marketing & Sales Management from Bharatiya Vidya Bhawan**
- **Completed SAP (ABAP) from Futuresoft Management Pvt. Ltd.**
- **IT Certification (GNIIT) from NIIT**
- **Certification in Industrial Safety from National Institute of Labour Education and Management (NILEM)**
- **Certification in Mutual Fund (NISM Certified)**

Details of Computer Skill

Data Analysis Tools : Hadoop with R Analytics / Python
ERP : FINACLE,SAP (ABAP)
RDBMS : SQL
Other Tools : MS-OFFICE

PERSONAL

- **Date of Birth: 05/01/1975**
- **Mobile No : +919830660556**
- **Passport No : N0342550**