

AVIJIT PODDER



Specialization

Human Resource Management - Major
Marketing Management - Minor

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CAREER OBJECTIVE

To develop my career as a successful person where I will be a valuable team member, contributing quality ideas and work for an organization where there is an ample scope for individual as well as organization growth.

ACADEMIC QUALIFICATION

Qualification	Year of Passing	Degree	Board/University	Institution	Percentage
Post-Graduation	2014	MBA	University of North Bengal (NBU)	Department Of Management	55
Graduation	2010	BBA (H)	West Bengal University Of Technology (WBUT)	Techno India Saltlake	62
XII	2007	Higher Secondary	West Bengal Council of Higher Secondary Education	Banamalipur Priyanath Institution	56
X	2005	Madhyamik	West Bengal Board of Secondary Education	Banamalipur Priyanath Institution	50

INDUSTRIAL TRAINING & PROJECT WORK

Organization:

Vivekananda Institute of Biotechnology

Project Name:

Development project on livelihood improvement of village people.

Duration:

April, 2019 - May, 2019

Organization:

Peerless General Finance and Investment Company(PGFI)

Project Name:

Study of the performance appraisal system at PGFI

Department:

Human Resource.

Duration:

May, 2012 - June 2012

PROFESSIONAL EXPOSURE

Organization: *Swami Vivekananda University (SVU)*
Designation: *Teaching Assistant*
Department: *School of Management*
Responsibilities:
➤ **Academic:**

- Primarily responsible for taking classes of *BBA DM & BBA HHA*.
- Mentor of BBA DM 6th Semester batch.

Tenure: 1st December 2025 to Present

Organization: *Institute of Management Studies,(IMS) (MAKAUT)*
Designation: *Assistant Professor*
Department: *Management (BBA, BBA-ATA & MBA)*
Responsibilities:
➤ **Academic:**

- Primarily responsible for taking classes of **BBA & MBA dept.**
- Taking management related subjects of the **BHA & MHA dept.**
- Examiner (MAKAUT)

Tenure: 1st August 2024 to 30 November 2025

Organization: *Frostees India Pvt. Ltd*
Designation: *Faculty Member (In-Charge) – Department of BBA*
Responsibilities:
➤ **Academic:**

- ♦ Primarily responsible for taking classes of the *BBA Department (MAKAUT)*
- ♦ Taking management related subjects of the *B. Voc - Automobile (MAKAUT)*
- ♦ Taking management related subjects of the *B. Voc - IT (TISS)*

➤ **Administration :**

- ♦ *Invigilator MTA Vocational Training Center (NCVRT)*
- ♦ *In - Charge Examination Cell (MTA)*

Tenure: April 2022 to July 2024

Organization:	<i>O2 Academia</i>
Designation:	Faculty Member – Part Time
Responsibilities:	Taking classes of WBCS, CGL and SSC batches
Tenure:	February 2022 to January 2023
Organization:	<i>Compass Academy of Civil Service</i>
Designation:	Faculty Member – Part Time
Responsibilities:	Taking classes of UPSC batches.
Tenure:	February 2022 to December 2022
Organization:	<i>Barasat Academic Association</i>
Designation:	Faculty Member – Part Time
Responsibilities:	Taking classes of WBCS batches.
Tenure:	August 2021 to Present
Organization:	George School of Competitive Exam (GSCE)
Designation:	Faculty Member (Indian Polity)
Responsibilities:	♦ Taking classes for WBCS, RCC, School Service. ♦ Updating course related Syllabus and Study materials. ♦ Prepare Lessons plain, Class Test, Mock Test etc.
Tenure:	May 2018 to April 2019
Organization:	<i>Slate N Chalk Academy</i>
Designation:	Faculty- Cum- Administrator
Responsibilities:	♦ As an In-Charge to look after the entire administrative activities of the institute viz, handling of student grievances, academic support services ♦ Academic & examination Coordination across campuses. ♦ Recruitment of Faculty being a part of the interview panel. ♦ To take the class of the courses of the competitive batches, Subject – Indian Constitution, Indian Economy
Tenure:	January 2021 to July 2021

Organization:	Vivekananda College of Empowerment
Designation:	Faculty Member – Part Time
Responsibilities:	♦ Taught Human Resource Management paper to the BBA Students. ♦ Taught Operation Research paper to the BCA Students.
Tenure:	July 2014 to February 2015

ATTENDED SEMINAR AND SYMPOSIUM

- Participated National symposium on Managing the global business: the road ahead, organized by *Department of Management, University of North Bengal*
- Participated as an honored participant on world confluence of humanity, power and spirituality organized by *SREI foundation*.

TECHNICAL PROFICIENCY

- Computer Language: C.
- Operation System: Windows XP, Windows 7, Windows 10.
- Software: MS Office 2019, Tally EPR 9.

ACHIEVEMENTS

- NCC 'B' Certificate
- NCC 'C' Certificate
- Republic Day Parade in 2009
- Inter Group Competition (TSC) 2010
- Second runner-up in Debate Competition (Ministry of Information & Cultural Affairs Govt. of WB.)

PERSONAL DETAILS

Address:	Panchatantra Housing Complex, Block-B, Floor 3rd, Flat No-6, Raja Ram Mohan Pally, Taki Road, Barasat, 24 Parganas (North), Kolkata-700124
D.O.B:	14 th April, 1990
Father's Name:	Dr. Ajit Kumar Podder
Mother's Name:	Mrs. Utpala Podder
Nationality:	Indian
Religion:	Hindu
Gender:	Male
Marital Status:	Married
Linguistic abilities:	English, Bengali & Hindi
References:	Available on request

I do hereby declare that the information furnished above is true to the best of my knowledge

Place: Kolkata, Barasat,

Avijit Podder