

DR. SOURAV CHATTERJEE

Email : sourav100@rediffmail.com

A motivated and results-focused professional, offering an impressive experience of 26+ years, seeking an opportunity to utilize skills and experience, with an Institute offering potential for challenge and growth

SUMMARY:

Over 5+ years of teaching experience

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.

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

PROFESSIONAL ABRIDGEMENT

- ↳ **Competent and diligent professional**, offering exposure across **Teaching, Research and Administration**.
- ↳ A qualified professional, **proven acumen as a role model** to the staff and students for administration strengths and share my experiences with the younger staff and help them learn effective class management.
- ↳ **Self-motivated, hardworking and goal-oriented** with a high degree of flexibility, creativity, resourcefulness, commitment and optimism; possess excellent communication skills as lecturer, teacher and debater.
- ↳ **Proven abilities in** research and review new teaching material and technologies with focus on quantitative and qualitative elements coupled with working effectively and collaboratively with the seniors and colleagues.

• Key Domains

- Education, 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.

PROFICIENCY FORTE

Core Competencies

Teaching Skills
Administrative Qualities
Examination Controlling
Syllabus Designing
Research Skills
Managerial Qualities
Performance Improvement
Soft Skills
Analytical Skills
Time Management
Monitoring Skills
Leadership Qualities
Interpersonal Skills
Problem solver
Communication Skills

- ↪ **Recognized as a** proactive individual who can rapidly identify problems, formulate tactical plans, initiate change and implement effective strategies in challenging environments with excellent Relationship Management skills.
- ↪ **Hands on experience in** understand diverse learning needs of students and possess excellent coordinating skills with faculty, administration and students.
- ↪ **Proven acumen in** managing University Level Administration works like Examination Controlling / Academic Planning / Syllabus Designing in Commerce and Management Areas.
- ↪ **Proficiency in striking perfect coordination** with all involved agencies ensuring bottleneck-free work execution. Prolific team builder and trainer having ability to integrate team efforts to achieve maximum work efficiency.
- ↪ **Skilled in** maintaining discipline in my supervision; implementing plans and tackle risks; possess competency required for the smooth running of the organization
- ↪ **Excellent communication and interpersonal skills**, capable of resolving multiple complex issues and motivating staff to peak performance and demonstrates steady and timely progress towards goals.

Area of Subjects Interests

- [1] Consumer Behaviour [2] Organizational Behaviour
[3] Marketing & Sales Management [4] Financial Products & Services
[5] Indian Knowledge System [6] Constitution of India

Current Work Profile

Swami Vivekananda University

Assistant Professor

From: 1st December, 2020 – till date

Key Deliverables:

- [1] **Shouldering the responsibility of conducting lectures on Human Resource Management, General Management, Marketing Management, Strategic Management, Service Marketing, Sales & Distribution Management, Consumer Behaviour and OB for PG and UG students.**
- [2] **Arranged different national Seminars and Conferences.**
- [3] **Assigned Project assignments to the students and guided them.**
- [4] **Responsible for Module development and updating, training impart as per the schedule and Co-ordinate with the respective stakeholders.**
- [5] **Mainly responsible for training and grooming of candidates. Also help in promotional activities and placements in own domain and responsible for MIS, case studies, domain related reports preparation and post placement tracking also.**
- [6] **Responsible for Industry visit for placement, student exposure and others purpose also, responsible for Curriculum, routine development and maintain under own domain.**

PREVIOUS ORGANISATIONS

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

From: 10th October, 2014 – 30th November, 2020

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

- **Completed PhD from Swami Vivekananda University**
- **MBA in HR from SMU**
- **B.Sc. 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**