



AVIJIT MONDAL



 04/09/1987.

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OBJECTIVE

To seek for new opportunities for professional challenges that will have a scope for continuous growth and will enforce me to use my optimum capabilities and to contribute my people skills and knowledge to enhance my career and create a strong profile and make positive contribution towards the growth and welfare of the organization.

PROFESSIONAL SYNOPSIS

- Ability to perform in stressful and challenging situation
- Sound domain knowledge in the area of Marketing & HR
- Good understanding of Marketing & HR operations and its policies
- Understand the business rules for the existing and new HR practices and processes
- Team contributor with an ability to grasp new things quickly
- Possess good communication and problem solving skills
- Fast and enthusiastic with ability to meet deadlines
- Languages Known: English, Hindi and Bengali.

PERSONAL QUALITIES

- Commitment to academic study and project.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- Commitment to public communication.
- Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Managed place service and activities efficiently.
- Participated in conferences and meetings relevant to the job position.

PRESENT ORGANISATIONAL EXPERIENCE

- Presently working in **Dolphin School of Hotel & Hospitality Management (DSHM)** at Kalyani under **West Bengal University of Technology** former known as **(MAKAUT)** as an **Assistant Professor** in **Management** as **faculty** and **Training and Placement Officer (India-office) & Examination controller**

Job Role as Assistant Professor in Management :-

- Teaching, Graduate and Post –Graduate level students in allocated subject areas.
- To supervise or assist with supervision of Graduate, taught Post- graduate, students.
- Contribute to the development, planning and implementation of a high quality curriculum for the students.
- Assist in the development of learning materials, and maintaining records to monitor student progress, achievement and attendance.
- Participate in departmental and faculty seminars aimed at sharing developmental outcomes and building interdisciplinary collaboration within and outside the department.
- Participate in the development, marking of exams and other assessments.
- To provide subjective care and support to students.
- To participate in the administration of the department's programmes of study and other activities as requested.

Job Role as a Training & Placement Officer (Pan-India) : -

- Managed educational institution based placement services and activities.
- Look for job opportunities for candidates.
- To provide career counselling to the candidates.
- Understand the candidate's interest and requirement before seeking a job for him.
- To review candidates resume in order knowing about their educational qualification work experience and other skills.
- Conduct candidates' interview to know about their ability and efficiency.
- Prepare the candidates for interviews.

- Worked closely with job seekers and job providers.
- Needs to help the candidates in writing resume.
- To look for new job opportunities for the students.
- To keep in touch with clients from different organizations in order to stay updated with the new job vacancies that come up.
- Provide tips on succeeding in the interview.
- Conducted training regarding career preparation, interview skills and job search techniques.
- Provide suggestions on how to maintain a good position and grow further within the organization.
- Supported job seekers, especially students, to obtain job of their choice and skill.
- Interacted with various corporate human resource departments to understand current vacancies.
- Initiated and implemented internship for course students with the support of corporate and sector organization.
- Established contact with officials of Human Resources recruitment from different companies, to demonstrate the availability of the source of job candidates.
- Visit to employers established, identify new employers to introduce the academic offerings of our students graduate.
- Identify the needs and requirements from the company to refer the qualified graduate.

Apart from this, work as an **CONTROLLER OF EXAMINER /SCRUTINIZER** in my allocate subject area under **MAKUT (formerly known as WBUT)**

PAST ORGANISATIONAL EXPERIENCE

- Worked in **Bisleri International Pvt. Ltd.** as a **Sales & Marketing Executive** in Darjeeling (Bengal Hills) and Sikkim.

Job Role as Sales and Marketing Executive:-

- Dealing with distributor through and handling corporate marketing.
- Basically focus on channel sales, market development and finding the uncovered market area.
- Transform non buyer to buyer segment, dealing with various stockiest, retailer and wholesalers.
- Growth and volume expansion of the company through penetration of the product.
- Regulate market operation through supporting the channel sales team.
- Looking after the brand visibility and availability of the product in the assign territory.
- Product launching and various promotional activity through and acquisition of plan.

- IKYA Human Capital Solutions Ltd worked under **Tata Teleservices Ltd.** Kolkata, as **Relationship Executive.**

Job Role as Relationship Executive:-

- Identify client, provide them proper knowledge about the products.
- Responsible for handling corporate sales and key accounts for vending business along with exploration of the market.
- Focus on business development through cold calling, networking, referral and mining the current customer base for new deals.
- Providing all the company policies and various schemes to clients, maintaining healthy relationship with the existing clients and ensuring proper servicing and speedy complaints redresses was also a part of the job.
- Generate leads and also closing the same are a part of the job along with the retention of customer.
- Regulate through assign territory, marketing promotions are also a part of the responsibilities
- Meeting with team members regarding the sales and service and as well as training people were also a part of responsibilities

- **EXL INFOTEL** Indore as **Management Trainee.**

Job Role as Management Trainee:-

- Brand positioning and acquisition.
- Client representation and business promotion service to client.
- Overall administration of the assign project.
- Handling particular project and assignments from acquisition till competition
- Handling meeting with team members and client regarding the assign project.
- Job responsibilities include market research, development of the business.
- Worked for vending promotion with Corporate Seminars and meets.

INTERNSHIP / ACADEMIC PROJECTS

- Summer internship during MBA: **ITC Limited**, on the topic "**Understanding the current van operations and identifying the key constraints**", at Kolkata from 1st May 2012 to 30th June 2012.

The internship includes:

KEY functional area of my Project work :-

- Study the details about market trend and the distribution system of distributors
- Identifying the new potential market, optimize the different van delivery routes finding the constraints
- Interact with distributors, whole-sellers, stockiest and retailers analysis their problems and provide appropriate solutions
- Study regarding the availability and visibility of products and services.

EDUCATIONAL QUALIFICATIONS

- **MBA** with dual specialization in Marketing Management and Human Resource Management from School Of Management (KSoM) KIIT University, Bhubaneswar Orissa.
- **BBA (Hons.)** from Techno India, under West Bengal University of Technology(WBUT).
- **Std.-XII** from Assembly of God Church School, Durgapur, under ISC Board Delhi.
- **Std.-X** from Benachity High School former St. Peter, Durgapur, under ICSE Board Delhi.

COMPUTER PROFICIENCY

- Knowledge on Computer Applications & effective internet searching skills. Proficient in Microsoft Office (Excel, Word, PowerPoint & Outlook, familiar with content research, computer assisted reporting.
- SPSS analysis with flow diagram in different sections of quantitative research in particular subject matter.
- Tally Advance (Tally Prime)

INTERESTS / EXTRACURRICULAR ACTIVITIES

- Board member of Rotaract Club SoM, KIIT University
- Volunteer at 3rd National Marketing Conclave ,SOM, KIIT University
- Volunteer at National Human Resource Development Network (NHRDN) silver jubilee conference, Kolkata.
- Volunteer at National Human Resource Development Symposium, KIIT University Bhubaneswar.
- Participated in 3rd ICSE Inter School Cultural Festival, Durgapur.
- Participated in Intra College Football Tournament, Hooghly.
- Painting
- Travelling
- Social service –Participate in Blood Donation camp.

PERSONAL PROFILE

PERMANENT ADDRESS

Father's Name: Asit Kumar Mondal
Permanent Address: Vill. & PO.- Khandra, P.S.-Andal, City-Durgapur,
Dist- Paschim Burdwan, Pin Code-713363 (W.B.)
Nationality: Indian
Marital Status: Married

Date :

Place:

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(Avijit Mondal)