

# Resume



## PERSONAL INFORMATION

### Pritam Datta

Address BC – 95, Kamal Park, Kolkata – 700101, India  
Telephone (+91) 7890393129  
E-Mail gautam.pritam2018@gmail.com  
LinkedIn <https://www.linkedin.com/in/pritam-datta-664924133/>  
Skype gautam.pritam2019  
Gender Male  
Date of birth September 8, 1996  
Nationality Indian

## EDUCATION

Oct 1, 2020 – till date Alpen Adria Universität Klagenfurt, Austria  
Website - <https://www.aau.at/>  
Master of Science (M.Sc.) International Management  
Jun 2, 2015 – Jul 31, 2018 Bharathiar University on collaboration with the NASM Academy of Sports Management, (India)  
Website - <https://www.b-u.ac.in/>, <https://www.nasm.edu.in/>  
Bachelor of Business Administration (B.B.A), field of study – Business Administration and Sports Management  
2013 – 2015 Calcutta Public School (Affiliated to the Council for the Indian School Certificate Examinations, New Delhi), India  
Indian School Certificate – (XII)  
2012 – 2013 Calcutta Public School (Affiliated to the Council for the Indian School Certificate Examinations, New Delhi), India  
Indian Certificate of Secondary Education – (X)

## WORK EXPERIENCE

Aug 6, 2018 – Dec 10, 2018 Joydeep Karmakar Shooting Academy, Kolkata (India)  
Website - <https://www.jksa.in/home>  
Administrative Trainee  
- Student management  
- Managing expenses and inventory  
- Maintaining files and documents  
- Database entry  
- Assisting senior coaches/ officials in admin work, etc  
Aug 20, 2017 – Oct 20, 2017 & P3 Sports Management Company, Mumbai (India)  
Website - <http://www.p3-sports.com/>  
Mar 1, 2017 – Apr 30, 2017 Internship (Event Coordinator)  
- Assisting in the planning and execution of the events  
- Promoting events on social media  
- Maintaining records in excel sheet  
- E-mailing and drafting

- Database entry
  - Promoting P3 Sports Table Tennis Academy
  - Promoting P3 Sports Management Company
- Apr 1, 2016 – Apr 10, 2016 Sukalyan Welfare Society, Kolkata (India)  
Website - <http://sukalyanindia.ngo/>  
Coordinator
- Assisting in the planning and execution of the annual sports event
  - Maintaining necessary arrangements at the venue
  - Maintaining records in excel sheet
  - Contacting the sports equipment suppliers
  - Maintaining accounts relevant information of the event
- Nov 8, 2014 – Dec 7, 2014 Sukalyan Welfare Society, Kolkata (India)  
Website - <http://sukalyanindia.ngo/>  
Volunteer
- Worked on the Information & Communication Technology (ICT) projects of Sukalyan Welfare Society which were to digitally empower the rural youths through the ICT tools. In 2014-2015, Sukalyan Welfare Society has organized 6 training camps and digitally empowered more than 100 youths in several districts of West Bengal.

## ADDITIONAL INFORMATION

### Certifications/ courses

- “Interpersonal Communication” offered by LinkedIn LEARNING. Certificate issued on June 5, 2020.
- “Writing Formal Business Letters and Emails” offered by LinkedIn LEARNING. Certificate issued on May 19, 2020.
- “Prezi Classic Tips and Tricks” and “Prezi Classic Essential Training” offered by LinkedIn LEARNING. Certificate issued on May 18, 2020.
- “Career Edge – TCS iON” offered by Tata Consultancy Services iON. Certificate issued on May 10, 2020.
- Successfully achieved the certificate in “The Fundamentals of Digital Marketing” from Google – Digital Unlocked. Certificate issued on April 17, 2020.
- Participated in the volunteer training program on Community Financial Literacy organized by Sukalyan Welfare Society and supported by IIFL Foundation. Certificate issued on December 31, 2017.
- Participated in the management of the event “AMPHIFUN AQUA GAME” held on November 26, 2016 and organized by Go Sportz Global Infratech Pvt Ltd.
- Participated in the eNGO Workshop & Training Programme of Digital Empowerment Foundation and Your Public Interest Registry.

### Honours and awards

- Awarded certificate of merit for participating in the Inter-Class Football Tournament 2013 of Calcutta Public School.
- Awarded certificate of merit for participating in the Inter-Class Football Tournament 2011 of Calcutta Public School.

Computer skills Microsoft Office: Word, Excel, PowerPoint, Outlook  
Other: Prezi

Language skills Bengali (Native or Bilingual proficiency) English (Full professional proficiency)  
Hindi (Limited working proficiency)

Signature,

