

SUMIT RANJAN CHAKRABORTY

Administrative Manager

📍 Howrah, West Bengal, 711106, India

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✉ sumitrchakraborty@gmail.com

+ ABOUT ME

With 8 Years + experience in Operation and Administration, seeking a managerial position in a fast-paced environment. Proven ability to effectively prioritize tasks, meet deadlines and support team success. Ready to high level of professionalism and expertise to a dynamic organization.

+ EDUCATION

- Lovely Professional University - Jalandhar, Punjab - India
Jalandhar
2023

**MASTER OF BUSINESS
ADMINISTRATION-(MBA)-
OPERATION MANAGEMENT &
DIGITAL MARKETING**

Combining operations management expertise with cutting-edge digital marketing strategies.

- Netaji Subhash Engineering College (Techno India) - Kolkata - India
Kolkata
2016

**BACHELOR OF COMPUTER
APPLICATION- (BCA)**

Graduate with a strong foundation in computer science principles, software development, and information technology.

+ WORK EXPERIENCE

- M/s Lea Associates South Asia Pvt Ltd FEB 2018 - PRESENT
ADMINISTRATIVE MANAGER
 - Successfully overseen the Administration department for Construction Projects in Roads and highways, Bridges, and ROBs. Maintain all Incoming and outgoing communication, IR's, RFI, MOM, NCR and maintain communication registers.
 - Experience in preparing Minutes of meeting, Weekly and monthly project progress report.
 - Managed a variety of administrative, technical, and executive-support tasks.
 - **Ongoing Project** -Construction Supervision for 6 laning of Sangariya - Rasisar from Km 88.000 to km 170.000 section of NH754K under Bharatmala pariyojana phase-1 (Package- 2) in Rajasthan at present. (Client-NHAI)
 - **Projects Completed-**
 - a) Supervised Consultancy Services for Authority Engineer for Construction of proposed ROB AT Memari in Hooghly district, West Bengal. (Client- PWD Roads)
 - b) Directed North 24 Parganas Hasnabad Linking of Taki Road with Hasnabad - Hingalganj Road project in North 24 Parganas district, West Bengal. (Client-PWD Roads)**Managed projects with total costs exceeding INR 3000+ Crores and durations spanning from February 2018 – till date.**
- M/s Aegis Limited DEC 2016 - JAN 2018
Kolkata
EXECUTIVE ADVISOR
 - Overhauled and streamlined processes for Naaptol Online Shopping, including product sales, handling complaints, and managing the help desk.
 - Successfully improved efficiency and customer satisfaction levels.
 - Implemented innovative strategies to enhance the overall user experience and increase sales.
 - Provided expert advice and guidance to senior management on strategic decision-making initiatives.

+ SKILLS

Team Supervision

Data Base Management

Invoice & Billing Scheduling

Calander Management

Inventory Control

Multitasking

Compliance Monitoring

Administrative Support

Problem-Solving

Vendor Management

Digital Marketing

Strong Communication Skills

MS-Office

+ LINKS

Linkedin

<https://www.linkedin.com/in/sumit-ranjan-chakraborty-96b862326/>

+ LANGUAGES

English

Hindi

Bengali

+ HOBBIES

- Service Provider Associate in IPL-2011, Organized Blood Donation camp, Charity work for Orphanage, Organized cultural events and Cricket/Football tournament

+ COURSES

- PRESENT
SIX SIGMA GREEN BELT, ALISON
- PRESENT
MS WORD, PUNEET GORGIA

+ PERSONAL DETAILS

Nationality

Indian