

**PRAVAT KUMAR PANDIT**  
**Coordinator**  
**Amity School of Engineering & Technology**  
**Amity University Kolkata**

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**CAREER OBJECTIVE**

*To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company's goals and objectives with full integrity and zest.*

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**AREA OF INTEREST**

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| <ul style="list-style-type: none"><li>• Operation Lead</li><li>• Project Coordination/Management</li><li>• Supervision</li><li>• Client Liaison</li><li>• Administration</li><li>• Academic Coordination</li></ul> | <ul style="list-style-type: none"><li>• Executive Assistance</li><li>• School Coordination</li><li>• Any Prestigious Post for any MNC/IT/NON IT/Private University/Renowned School/Educational Sector.</li><li>• Part time home based Job like Online Survey, Data Entry, Google Ad words Campaign, Link Building, and Add Pasting etc.</li></ul> |
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**\*\* 'Work from home' is preferable**

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**SUMMARY OF EXPERIENCE (TOTAL - 17 YRS)**

- Presently Working with **Amity University, Kolkata**, for one of their Schools/Departments (Amity School of Engineering & Technology) as a **Coordinator**.
  - Worked as an **Operations Lead** and a **Project Coordinator with Tata Consultancy Services (TCS Ion)** for their Educational Project like, '**Digital Examination and Evaluation Process**'.
  - Worked with our client **West Bengal Commercial Tax Directorate** and **Coal India** for their Project, "**Scanning & Digitization of Historical File**", as a **Senior Analyst for 2.6 yrs** on behalf of erstwhile **CMCLTD**.
  - Worked as a **Team Leader** in erstwhile CMC for an International Project, **Electronic Document Management** (Data Analysis, Data Capturing and Data Entry) with UK based client **for 7yrs**.
  - Worked as a **Computer Instructor** in Ramkrishna Computer Education Centre **for 4 yrs**.
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**KEY SKILL**

- ✓ Good Personality with Leadership Quality – People Management Skills.
- ✓ In hand working experience with **Operational Team and Project Coordination/Management Team**.
- ✓ Able to prepare **Scope of Work (SOW), Weekly Status Report (WSR), Weekly Client Update (WCU) and Minutes of Meeting (MOM)**.
- ✓ Expert in providing **Liaisons** with the **Stakeholders of College/University/Govt. Sector** by writing emails, over phone, or visiting field.
- ✓ Expanding my experience in the field of **Academic Coordination** in an educational sector.

- ✓ Experienced in the field of **Computer Teaching and Customized Software training.**
- ✓ In hand working experience in **Scanning & Digitization of Document and Digital Examination.**
- ✓ Sound Knowledge in **Entry Level Interface (like Data Analysis, Data Capturing, Data Entry and Quality Checking through Advance Excel or Customized Software.)**
- ✓ Expert **in Advance Excel** (Formula & Function/Conditional formatting/Pivot Table and Chart/Recording Macro/Using Form Controls/Data Validation/What if Analysis).
- ✓ Knowledge in Web based Work i.e. **Surfing Internet, Creating Blogs, Google Ad words Campaign and Link Building, Add pasting, Add Clicking, Entering Captcha, Typing etc.**
- ✓ Proficiency in writing emails to communicate with superiors as well as clients.
- ✓ Conversant in generating **MIS Report** and **Power Point Presentation (PPT).**
- ✓ Good Communication Skill in **English Language both Written and Verbal.**

#### **ACHIEVEMENT**

- Received Applauds and Certificate from our Client **(West Bengal Commercial Tax Directorate)** for giving them the **Best Satisfactory Support** regarding Computer Operation & Customized Software Training in 2015

#### **Working Experiences (in detail)**

<b>Employer</b>	:	Amity University Kolkata
<b>Designation</b>	:	Academic Coordinator
<b>Role</b>	:	Coordination
<b>Location</b>	:	Major Arterial Road (South-East), Action Area II, Newtown, Kolkata- 700135
<b>Duration</b>	:	01/02/2019 onwards.

#### **About Amity University**

Amity University Kolkata is a private university in Kolkata in the state of West Bengal, India. It was founded in 2015 and is the eighth university to be established by the Amity Education Group. The university is widely known for having one of the world's most expensive campuses.

#### **Responsibilities:**

Assisting with Director or Head of the Institute (HOI), Heads of the Department (HOD) and their respective professors/faculties, interacting with students give them support and guidance providing liaison with other departments.

#### **A. Towards Director of the School:**

- Working like a Personal Assistance of the Director of Engineering School to mitigate his work pressure.
- Checking important mail regularly and remind him for different activities accordingly like; joining important meeting, conference, ceremony and submission of reports.
- Arranging departmental meeting with HOD/faculty members, fixing up appointment with Dean Academics, Vice President, Vice Chancellor and Deputy Controller for any deliberation.
- Fixing up interview scheduled with jobseekers over phone.
- Involving in CR Meeting, Parents Meeting, Departmental Meeting with HOI and preparing MOM and send him to review.

- Always be ready to prepare any types of reports and on the other hand be ready to extract data from “Amizone”, (University’s own online portal) whatever he asks for.

### ***B. Towards Head of the Department (HOD):***

- Reminding HODs for sending report for different activities/issues according to the Event Calendar by sending emails and over phone.
- Collating all those report like ‘Monthly Academic Report’ (MAR), ‘Academic Quality Framework’ (AQF), Parents Interactive Forum (PIF), Faculty Work Load etc (FWL), Faculty Feedback Report for pre exam and post exam, Research & Development (R&D), NAAC etc.
- Sending all report to the respective departments by adhering strictly to the deadline mentioned in order to the Academic Event Calendar.
- Extracting Data form online portal “Amizone” of Amity University like Time Table of Faculties, Consolidated Attendance, Debarred List, Student Strength, Student withdrawal Application, Result, etc. according to the requirement.
- Preparing Student Attendance sheet, Award Sheet for internal and External Examination.
- Collating stationery requisition from respective department and send to administrative department accordingly.
- Accounting for stationary utilized by department and maintaining stock register.

### ***C. Towards Examination Department:***

- Performing the role of an invigilator at the time of End Term Exam or Supplementary Exam.
- Assisting at the time of End Term Exam (ETE) by stamping the OMR sheets, distributing Copies to the respective invigilators, preparing Register if students use Unfair Means (UFM).
- Preparing Evaluators & Respective checkers list for evaluation of Answer Booklets.
- Submitting reports both hard copies and softcopies to exam cell whatever they ask for.

### ***D. Towards Admission Department:***

- Collecting Question papers from the departments and sending those to admission cell for Admission Test for those students who wish to take admission in Amity University.
- Performing the role of a Programmed Coordinator/Invigilator in the day of examination.
- Making spreadsheet by entering marks scored by the students who appear in the Admission Test.

### ***C. Towards Students:***

- Solving queries of the students regarding class, examination, ID card.
- Providing Guidance to the students for various aspect of academics.
- Interacting with parents, teachers to address students’ behavioral, academic, and other problems.
- Issuing Course Completion Certificate, Bonafide Certificate and Character Certificate according to the instruction of Director.
- Distributing Admit Card, Grade Sheet to them.

### ***VARIOUS ASSIGNMENTS IN TCS AND ERSTWHILE CMC***

<b>1st Assignment</b>	<b>Employer</b>	:	Tata Consultancy Services (TCS iON, Contractual)
	<b>Role</b>	:	Operations Lead and Project Management
	<b>Project Name</b>	:	iON Digital Exam (IDE) and Ion Digital Marking.
	<b>Client</b>	:	Kazi Nazrul University, Asansol, North Bengal University (NBU), Burdwan University(BU), West Bengal University of Health & Science (WBUHS), MAKAUT.
	<b>Location</b>	:	GITOBITAN, Sector – V, Salt Lake, Kolkata - 700091
	<b>Duration</b>	:	01/07/2016 – 31/01/2019

## **Project Overview of ION Digital Exam (IDE)**

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**TCS iON** provides vital platform where University Examination processes may be completely online, full integrated with various other processes like student Registration Enrolments, promotions, fee collection and on the other hand Digital Evaluation i.e. marking the answer booklets of students through online instead of marking manually.

## **Responsibilities for Project Coordination/Management:**

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- Communicating with the Universities Stakeholders by face-to-face interaction, over phone and emails.
  - Making Project Plan and Business Parameter and updating those in weekly basis.
  - Sending **Scope of Work (SOW)** to Vendor for hiring them to work at client location.
  - Sending **Weekly Status Report (WSR)** and **Weekly Client Update (WCU)** to my superior and to our client.
  - Getting in touch with the **Configuration Team** by joining Bridge Call, Webex, and Chat Interface.
  - Taking Part in the Meeting and Preparing Minutes of the meeting (MOM).
  - Generating MIS report and making Power Point slide show for showing different workflow.
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## **Responsibilities for Operations:**

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- Collecting Students' Data from Website or University's Stakeholders for making Digital Interface.
  - Analyzing those scatter data, arranging, and mapping through Advanced Excel by using Formula, Function and send to the configuration team.
  - Supervising Data Entry Operators who enter Internal or external marks of Students for different colleges through Advance Excel or Customized Software.
  - Responsible for Quality Checking of various data in Advanced Excel by putting different logic, by applying macro application.
  - Visiting Print house to supervise printing of Admit Card, Mark Sheet, and TR and responsible for deliver.
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<b>2nd Assignment</b>	<b>Employer</b>	:	CMC Limited (Amalgamated with TCS, effect from 01/10/2015)
	<b>Designation</b>	:	Senior Analyst
	<b>Project Name</b>	:	Document Management System (DMS), Document digitization Management and Archival (DDMA) (Digitization of Historical File)
	<b>Role</b>	:	Support and Coordination
	<b>Client</b>	:	West Bengal Commercial Tax Directorate (WBCTD), Coal India Limited (CIL)
	<b>Location</b>	:	<u>West Bengal Commercial Tax Directorate</u> , Beliaghata, Kol -15
	<b>Duration</b>	:	26/02/2014 to 31/06/2016

## **Project Overview**

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We deal with our client, for scanning and digitization of historical files of Dealers. Files are sent from different Circle consist of different Charges, for scanning and digitization. Next, Scanned images are categorized according to their document type in our system and send to the Commercial Tax Officers through Local Area Network for Quality Checking. After approval of them, digitized images are uploaded into the client's server.

### **Responsibilities:-**

- **Providing a Liaison** with the group officers by visiting field or over phone or writing mail.
- **Fixing up appointment** with higher officials for any deliberation.
- **Giving complete training** how to handle our customized software to the joint commissioner and Commercial Tax Officers in the conference.
- **Generating MIS Report** based on collecting daily scanning progress, file flow or any software & hardware related issues from my team members and sending to my manager.
- **Making Power Point Presentation (PPT)** to show workflow.
- Making different **Tools on Advanced Excel with macro** application to ease the workflow.
- **Tweaking computers** by which digitization process going on i.e.; **scanning of anti-virus, installation of software, de-fragmentation, data backup** etc.
- **Solving queries** of my team members while they work on.
- **Performing Administrative duties** i.e. account for the stationary, assets used for the project purpose, billing of tea, water expenses etc.

### **3rd Assignment**

<b>Employer</b>	:	Adecco India Limited, Hazra Road, Kolkata-26
<b>Location</b>	:	Deputed to CMC Ltd Sector V, Salt Lake City, Kol : - 700091
<b>Designation</b>	:	Financial Associates (Data Analysis & Entry Level)
<b>Project</b>	:	EDM (Electronic Document Management)
<b>Client</b>	:	United Kingdom (UK)
<b>Duration</b>	:	26/03/2007 to 25/02/2014
<b>Role</b>	:	Team Leader

### **Project Overview**

This is an international project; we deal with our UK based client. They sent important documents related to financial, educational, medicinal etc. through internet and we capture some important data according to their instruction sent by .xls format.

### **Responsibilities:**

- Communicating with our client through email.
- Performing back end responsibilities i.e. uploading and downloading file from FTP Server.
- Responsible for Quality Checking of data.
- Supervising the team members and solving their quarries.
- Doing huge volume data analysis and data entry (Numeric/Alpha/Alpha Numeric)

### **ASSIGNMENTS PRIOR TO CMC**

<b>Employer</b>	:	Ramkrishna Arts & Computer Education Centre
<b>Location</b>	:	59 Ramkrishna Road, Kol - 79
<b>Duration</b>	:	1st Jan, 2002 — 31 Nov, 2005
<b>Designation</b>	:	Computer Instructor

### **Responsibilities:**

- Teaching Full Office Package & Desk Top Publishing (DTP)
- Preparing and managing office spreadsheets.
- Counseling the future prospect of the students.

### **Educational Qualification**

Examination	Year	School/College	Board/ University
Madhyamik (Secondary)	1992	Dum Dum Kumar Ashutosh Institution (Main) Boys.	W.B.B.S.E
H.S (Higher Secondary)	1994	Dum Dum Motijheel College of Commerce.	W.B.B.C.H.S.E
B.Com	1996	Dum Dum Motijheel College of Commerce	C.U

### **Professional Affiliation**

- P.G.D.C.A from Ramkrishna Arts & Computer Education Centre in 2002 – 2003 with first division marks. [Course contents:- Office Package, DTP, Tally, Internet & Hardware.
- Diploma in Professional Accounting from A.A.T [Course contents:- Manual Accounting, Computerized Accounting (Tally), PF, ESI, SALES TAX]

### **Personal Trivia**

Date of Birth	:	27 <sup>th</sup> Oct, 1975 (27-10-75)
Father's Name	:	Rajani Kanta Pandit
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hinduism
Language Proficiency	:	English, Bengali & Hindi (speak)
Extra-Curricular Activities	:	Singing, Anchoring, Acting.
Hobbies	:	Listening to music & Cooking.
Job location	:	Kolkata (preferred)
Take home (p.a)	:	280440/-
Expected take home (p.a)	:	20% hike or according to the company's norms.

**R e f e r e n c e** — Available upon request.

Date .....

Place .....

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(Signature)