
BHASKAR JYOTI DUTTA Address: Bye lane 4, Adarshapur path Kahilipara, Guwahati - 781019, Assam

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EXPERIENCED MANAGEMENT CONSULTANT (8+ Years) DELIVERING TIMELY AND ACCURATE DATA AND DASHBOARDS. PART OF A CRITICAL SUPREME COURT MONITORING GOVT.OF INDIA PROJECT; COORDINATED WITH DIFFERENT DEPARTMENTS TO CARRY OUT OPERATIONS SUCCESSFULLY.

PROJECT MANAGEMENT PROCESS DOCUMENTATION PROBLEM SOLVER AND ANALYTICAL THINKER

— EDUCATION —

- Master of Business Management (MBA- HR), Bharathidasan University, Tamil Nadu, GPA – 6.78 Jul 2010 - Aug 2012.
- Bachelor of Business Management (BBM- Marketing), Bangalore University, Bangalore, GPA – 4.35 May 2005 - Jun 2008.

— PROFILE —

- Business Management Graduate, seeking full time opportunities in Project Management.
- An Agile enthusiast with 8 years of Project Management and Client Relationship Building experience in high velocity environment at leading technology consulting firm like Xchanging and externally aided funded projects under Asian Development Bank (ADB).
- Management graduate with courses in Project Management, Human Resource and Management Information System.
- Proficient in MS-Excel, PowerPoint, HTML.

— CAREER HISTORY —

MANAGEMENT CONSULTANT, JANUS ADVISORY SERVICES – GUWAHATI, ASSAM

Aug 2017 – Dec 2019

- Coordinating on design and development of business intelligence templates required for various stages and phases.
- Identifying and defining key parameters to monitor and the frequency of reporting to the key stakeholders.
- Instrumental in publishing more than 150 dashboards projecting the ranked progress of 33 districts & 157 circles for each and every phase in the period of 2 years of the project.
- Worked with State level quality check Team.
- Maintenance of online spreadsheets for monitoring of various MIS activities under various phases of NRC Project and generations of daily dashboard reports etc.

ASSISTANT MANAGER, ISC, OFFICE OF THE REGIONAL MANAGER DHI(I) – GUWAHATI, ASSAM Mar 2014-Jul 2017

- Responsible for supporting National Team Leader, ISC and International hydrological consultants in documentation of reports in water resource projects under Asian Development Bank (ADB).
- Maintained and updated Training programs/Workshops Inventory under the Institutional Strengthening Component Assam Integrated Flood and Riverbank Erosion and Risk Management Investment Program (AIFRERMIP).
- Worked on Flood forecasting software, updating the Rainfall and Gauge Data in MIKE-11 software.

HELPDESK EXECUTIVE, ING VYSYA LIFE INSURANCE PVT LTD – BANGALORE

Sep 2011 – Mar 2012

- Managed the policy related queries to the clients.
- Prepared excel reports.
- Recommended procedure modifications or improvements.

PROCESS ASSOCIATE, XCHANGING – BANGALORE, U.K.

Oct 2008 – Feb 2011

- Acquired the knowledge of the London Insurance Market from the offshore trainers.
- Prepared process maps for new client's accounts.
- Member of the pilot team for the successful transition from U.K. to India.
- Attended training in U.K. for the new project. Duration period – 6 months.
- Coordinated and conducted small group and individual training sessions for the new joiners.
- Worked on Citrix Platform along with Insurance/Banking Software.

SKILLS & AWARDS

- Certifications: PGDCA, Hardware.
- Tools/Software: MS Excel, Brokasure, Tracking, Citrix metaframe.
- Language: HTML
- Awards: Good Going award 2011, Client accounting team award 2010 at Xchanging, Bangalore.

LANGUAGES KNOWN

A. Assamese

B. Hindi

C. English

DECLARATION: I hereby declare the above information is true as per my knowledge, and will be looking forward to be a part of your organization.

Yours Sincerely

Bhaskar Jyoti Dutta