**JAYANTA GHOSH**

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Experience Overview

**George Telegraph Training Institute, Kolkata July 2017 – Present**

**Sr. Executive, ATC Operations & Development**

Place of Work : Bhawanipore

**Key Responsibilities for Authorized Training Centre :**

* ATC visit for centre’s operational and business audit without prior intimation.
* Looking after business development of authorized centre (Traditional marketing, Digital marketing, Relationship marketing, Undercover marketing etc).
* Royalty Collection and it’s follow-up.
* Administrative help (Agreement renewal, Feedback taking from students, money receipt checking,
* Training to Centre manager, Marketing executive, Counselor, Telecaller according to their responsibility
* Meeting conduct with Director for smoothly running ATC.
* Product knowledge sharing.
* Advertisement artwork sharing
* Date to day report taking of business activity
* Sending mail regarding different administrative and operational issues
* ROI preparation.for new centre
* Feedback taking from students & their guardian for quality control.
* Supplying manpower if available with us.
* Convincing party under Asst Director for new franchise by our products,
* Franchise fees collection and other documentation.
* Telecalling for new Franchise development.

**Webguru Infosystems Pvt. Ltd July 2016 – June 2017**

**Operation Executive**

**Place of Work : Saltlake Sector V**

**Key Responsibilities :** Income sheet preparation from different gateway such as paypal, Upwork, Bank etc. Online entry of income received from different gateway using web based software, Proforma and Paypal Invoice raising, Weekly, Monthly report generation, Monthly PLI sheet preparation, petty cash entry, Online payment of telephone and electricity bill, Salary sheet and cheque preparation, Mailing and documentation

**Brainware Consultancy Pvt. Ltd. Kolkata July 2010 – June 2016**

**Student Support Officer**

**Branch worked:** (Uttarpara, Minto Park, Barrackpore, Barasat, Howrah Maidan, Shyambazar, Gariahat, Jadavpur)

**Key Responsibilities** : Collection checking of different Branch office, Payment schedule preparation of students and Money receipt issue, Payment follow up of Students, Petty cash management and online entry, Stock maintenance and online entry, Salary sheet preparation of trainee employee, Online attendance maintain of staff, Bank A/C opening for PMKVY students, Bank deposit, Correct discrepancies if any, Assist office staff in maintaining the office premises clean and neat, Mailing official letters,

Support in different branch due to unavailability of back office staff, Daily collection report update in excel. All official mailing, Documentation.

**Anupama Enterprise, Serampore, Oct 2006 – June 2010**

**Academic cum Admin Executive**

**Branch worked** : Serampore

**Key Responsibilities** : Guide all faculties in teaching, Certificate and Grade list preparation, Taking regular feedback from students. Internal conversion, Taking classes of MS Office, Internet, C, C++, Java, Computer Hardware.

**Logicware Infosystem, Coochbehar April 2004 – Sept 2006**

**System Support Executive**

Branch Worked : Coochbehar

Key Responsibilities : Teaching students (MS Office, Internet, C, C++, Java, VB6.0, Hardware and Networking, HTML, DHTML, Pagemaker, Corel draw, Photoshop etc

**Professional Qualification**

**2 Years Hons. Diploma In Information System Management from Aptech Ltd.**

Topic Covered : MS Office, Internet, Front Page, Java Script, Visual Basic 6.0, Core Java, Advanced Java, C# and Dot net.

**6 Month Diploma In Financial Accounting LCC.**

MS Office, Tally 6, Fact, Ace, Accord, Ex NGN.

**Academic Qualification**

Passed B.Com (Hons) from Burdwan University with 2nd Class in the year of 1998

Passed Higher Secondary from Hooghly Branch Govt. School with 2nd Div. In the year of 1995

Passed Secondary from Hooghly Branch Govt. School with 2nd Div in the year of 1993

**Other Information**

Date Of Birth : 27-Jun-1976

Religion : Hindu

Hobby : Internet Surfing, Friendship, Travelling, Listening songs

Signature