

JAYANTA GHOSH

3/240 Tyre Bagan Bazar, PO. Sahaganj, DT. Hooghly. Pin 712104,
Mobile. +919874670860, Email Id: jayanta.ghosh@yahoo.in

Experience Overview

George Telegraph Training Institute, Kolkata
Sr. Executive, ATC Operations & Development

July 2017 – Present

Place of Work : Bhawanipore

Key Responsibilities for Authorized Training Centre :

- ATC visit for centre's operational and business audit without prior intimation.
- Business development (Posters, Leaflet, Kiosk, Banner, Sunpack, Seminar, Teacher and school & college tieup etc).
- Arranging road show.
- Royalty Collection and it's follow-up.
- Administrative help (Agreement renewal, Feedback taking from students, money receipt checking,
- Training to AIC, marketing executive, Counselor, Telecaller.
- Meeting conduct with Director for smoothly running ATC.
- Product knowledge sharing.
- Process of Advertisement sharing
- Date to day report taking of all activities other than academic activities
- Sending mail regarding different administrative and operational issues
- ROI preparation.
- Feedback taking from students & their guardian for quality control.
- Fixing meeting between ATC director and our Director.
- Supplying manpower if available with us.
- Different artwork sharing approved by GTTI.
- Convincing party under Asst Director for new franchise by our products,
- Agreement paper preparation,
- Franchise fees collection and other documentation.

Gross Salary : 16500 p.m + Mobile allowance

Webguru Infosystems Pvt. Ltd
Operation Executive

July 2016 – June 2017

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

Gross Salary : Rs.14050 p.m

Brainware Consultancy Pvt. Ltd. Kolkata
Student Support Officer

July 2010 – June 2016

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.

Gross Salary : 12500 p.m

Anupama Enterprise, Serampore,
Academic cum Admin Executive

Oct 2006 – June 2010

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.

Last Salary Drawn : 7500 PM

Logicware Infosystem, Coochbehar
System Support Executive

April 2004 – Sept 2006

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

Last Salary drawn 4400 PM

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