

SUMIT GANGULY

E-Mail Id: ind.sumit007@gmail.com

MOB: +91-8017506198.

+91-7003483750

CAREER OBJECTIVE

- To work with an organization that encourages my creativity and enables me to utilize my educational conceptual abilities to challenge the limits.

WORK EXPERIENCE

- As a project management consultant at Tvastar engineering solutions Pvt. Ltd deputed at **Garden Reach Shipbuilders & Engineers Ltd (Ministry of Defense)** from 15th Jan 2019 to 31st Jan 2020.
- Data Entry Operator at **DCG Data Core System India Pvt Ltd** deputed at chief electoral officers office from 1st Feb 2017 to 14th Jan 2019.
- Field support associate at **CMC Ltd** from the 15th Sep to 31th Oct 2015.

MANAGEMENT SKILLS

Manage projects and related specific activities within given constraints of time, budget and quality.

Ensure scope, schedule and costs are reasonable and achievable.

Allocate work among team members and provide guidance regularly.

Conduct periodic and post-project reviews to ensure project is on track.

Coordinate functional perspectives from within and outside project teams.

Ensure all project documentation is updated and conveyed to relevant stakeholders on time.

Integrate self into client environment to effectively lead project team building positive professional relationships with clients and associates.

Plan, schedule and control activities to fulfil identified objectives applying technical, theoretical and managerial skills to satisfy project requirements.

Establish and maintain high performing team and serve as project advocate within organization.

Consult and lead efforts of individual, team, client and other resources associated with project activity.

Lead risk management within project management team.

Ensure risks have appropriate mitigation and contingency plans.

Managing both small and large scale projects. Supporting and encouraging team members to maximize productivity and the development of skills. Ensuring projects stay within timescales and budget.

TECHNICAL SKILLS

- Over One year experience in project management.
- Over Two year's administrative experience.
- Highly skilled in operating a variety of office machines and equipment such as a computer, fax, scanner, and copier.
- In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint, and Excel).
- Proven record of using honesty and discretion when handling business information.
- Demonstrated ability to use office equipment with a high degree of accuracy and efficiency.

EDUCATIONAL QUALIFICATION

NAME OF THE EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING
DOEACC "O" LEVEL	N.I.E.L.I.T(JADAVPUR UNIVERSITY)	2011
M.A(POLITICAL SCIENCE)	BURDWAN UNIVERSITY	2011
B. A(POLITICAL SCIENCE)	BURDWAN UNIVERSITY	2009
HIGHER SECONDARY	W.B.C.H.S.E.	2006
SECONDARY	W.B.B.S.E	2004

CERTIFICATION / OTHER

- ❖ IBM STANDARD IX & X, GDCA.
- ❖ POST GRADUATE DIPLOMA IN YOGA THERAPY (B.U).
- ❖ INDIAN RED CROSS, NATIONAL SERVICE SCHEME, SOCIAL PERFORMANCE MANAGEMENT.

EXTRA CURRICULAM ACTIVITY

Playing, Reading, Internet surfing, Quzzing etc .

PERSONAL DETAILS

Father's Name : Rupchand Ganguly.
Address : Vill-Bikrampur,P.O-Puratangram,Dist-Burdwan,Pin-713428.
Date of Birth : 1st APRIL 1988.
Languages Known : Bengali, Hindi & English.
Mother tongue : Bengali.
Nationaliy : Indian.
Marital Status : Single.
Passport number : N3408930.

Declaration:

I do hereby declare that the above furnished information is genuine and true to the best of my Knowledge.

Date:-**Place:-**

(SUMIT GANGULY)