Arindam Mukherjee
Permanent Address:
147/2 Prince Gulam Hossain Shah Road Jadavpur, Kolkata- 700032, West Bengal, India
Mobile No.:**9831417680/9051014689/9330021904**
Email:**arindammukherji1@gmail.com**



Personal Particulars
Date of Birth: 22 Oct 1973.
Nationality: India Gender: Male
Marital Status: Married with a son.
Permanent Residence: India

Educational Background
Highest Education
Level: Post Graduate Professional
Field of Study**: MBA (Batch: 1995-97)**
Major **: Marketing**
Name of Institution : **Indian Institute of Social Welfare &Business Management(IISWBM) -Calcutta.**
Second Highest Education
Level: Graduate Degree **B.Com(Hons)**
Field of Study: **Commerce**
Major**: Accountancy**
Name of Institution**: The Bhawanipur Education Society College -Calcutta University**
Graduation Year: 1992

Computer Certification: **Post Graduate Program on Programming Language &Method**
Institute: **Regional Computer Centre- Jadavpur University**
Qualifying year: 1995,

Company provided training:
1)Six Sigma & its application by Prof. U. Dinesh Kumar of IIMC.
2) Successfully completed Training cum Workshop on Entrepreneurship and Innovation at IIMC-Innovation Park.

Employment Details:

Latest Status:
1)Presently working for **Calcutta Institute of Technology, Pioneer in the field of Engineering Education** as Sr. Training and Placement Officer.

Sept-2024 onwards

Salary: Rs. 8 LPA

2)Worked for **NAAC A+ Accredited Jaipur National University** as Head of Training and Placement from April2024-Aug 2024.

Job Description: Responsible for Training and Placement activities of different departments (e.g. Business Management, B.Tech, MCA, B.Pharma, Hospitality, Health Care Media Management and so on) under the University.

Salary: Rs. 10 LPA

Previous Work Experience:

A) Engaged with **Kirloskar Institute of Management (Pune and Harihar Campus)** a Premiere B-School in India. The Kirloskar Group which is a more than 125 years old Indian MNC has started this reputed B-School.
Position: Senior Manager Corporate Relations.
Salary: Rs.10Lacs p.a.
From Feb 2023 to Mar 2024.
Job Description:
a) Generating companies from across India for placement of management students.
b) Generating companies from across India for Business Immersion of students.
c) Preparation of Placement Brochure by collating the student's data.
d) Organizing Mock Group Discussion, Mock Interview Session and aptitude test training of the students.
e) Conducting HR Summit/Conclave where people holding senior position are invited for panel discussion which is organized to promote the placement and business immersion of the Institute.
f) Signing MOUs with different companies who could support the Institute with Industrial training, Business Immersion, Placement, Industrial Visits and for fulfilling regulatory requirements.
g) Actively contribute to the preparation of Budget for Corporate Relation Department. Formulating Standard Operating Procedure (SOP), Rules, Regulations for Business Immersion and Placements.
h) Interacted with the students on regular basis and address their grievances on real time basis.
i) Nominated as Member-Internal Quality Assurance Cell (IQAC) where consistently contributing to achieve operational and functional excellence in all spheres.

B) Worked for leadership position in **JIS Group of Institution** Kolkata a renowned education conglomerate of the country.
Position: Senior. Manager- Industry Alliance
Salary: Rs.6 Lacs p.a.
From Nov 2020 to Jan 2023
Job Description:
a) Looking for new placement opportunities for students, by cultivating from the existing resources and exploring new resources.
b) Lead the Training & Placement department of the college in front of NAAC expert during NAAC expert visit for college accreditation and come out successful with NAAC A Grade. Actively take part in articulating and organizing documents specific to different regulating bodies with successful outcome.
c) Playing active role in signing MOUs with different organization in order to have collaboration with different establishments.
d) Closely monitor, supervise and involve myself in order to come out successful from the challenges associated with virtual campus drive for students which is a new phenomenon during the Covid year and shaping up to be the new standard.
e) Circulate information on real time basis to all stake holders.
f) Always eager to solve the query related to T&P raised by different departments.
g) Attend students query even during odd hours and solve them then & there.
h) Negotiate with companies, training vendors and so on in order to have best deal for the college.
i**) Maintain high spirit within the department to be more productive and effectively handled team of trainers and back office supports.**
j) Highlight and project the hard work, efforts and achievements of the department before the management rectify errors and look after overall improvement.

C) Worked for **Techno India Group** a reputed education conglomerate of India.
Position: Training& Placement Consultant
Salary Rs:5.04 Lacs p.a.
From: Feb2016 to Oct 2020
Posting: Jharkhand& Kolkata
Job Description:
a) Driving force behind setting up Placement Cell in Government Engineering College Ramgarh Jharkhand.
b) Involve all the stakeholders for operating placement cell efficiently & effectively.
c) Involve in Interview specific training, also procure external resource for imparting training to students.

d) Coordinating with Central Placement Department in Head Office & ensure timely flow of departmental information to all the stakeholders.
e) Generate good companies for providing placement & internship to Engineering students. Building good relationship with senior managers & decision makers of top companies and ensuring their participation in Campus Drive.
f) Introduce & carry out Industrial Tour & Training program for different departments of engineering which provides practical dimension of students' class room training,
g) Providing placement & training related support to other colleges under Techno India Group.

D) Worked for **Kaziranga University** UGC & AICTE approved University in Jorhat-Assam
Position Senior Placement Manager
Salary: Rs.5.04 Lacs p.a.
From: Dec 2013 to Jan2016
Posting: Kolkata
Job Description:
a) Heading Kolkata regional office of Kaziranga University.
b) Taken up the challenges successfully of linking the corporate houses in big cities to the campus of the newly set up University situated in remote area of Upper Assam in Jorhat and thereby performing promotion, exposure and brand building for the new University.
c) Responsible for employment generation from Eastern India and rest of the country for the students of Kaziranga University.
d) Arranging corporate guest lecture session, workshop by external resources in order to bridge the gap between corporates and students.
e) Generation & Allocation of students to different good companies for Summer Internship Program
f) Maintaining proper MIS for reporting to Senior Management and also for keeping track of personal progress.
g) Actively take part in marketing & promotional campaign organized for the purpose of brand building, admissions and placements.
h) Providing full cooperation and support to my subordinate in Kolkata regional office who is admission team member.

E) Worked with **Bharatiya Vidya Bhavan Institute of Management Science a premiere B-School of India.**
Position: Placement Officer
Salary: Rs.4.2 LPA
From: September 2011 to Dec 2013
Job Description: **a) Linking the academic institution BIMS with the Business /Corporate World. Creating opportunity for the students to learn from real life Corporate situations and apply their academic learning to the corporate world.**
b) Creating and Maintaining Corporate Database on Real Time basis by approaching the right person relevant to Training and Placement.
c) Projecting and Promoting BIMS to the Corporate World and thereby doing brand building exercise.
d) Provide useful inputs as suggested by interested corporates to the students with respect to their preparation for different interviews.
e) Training and Placement Department arrange resources from the corporate world for students' evaluation.
f) Continuously involve corporates by organizing Final Placement, Colloquium, Live Project, Summer Internship, HR Summit and thereby creating a high brand recall by external environment among the clutter of B-Schools.
g) Generating good no of final placement, colloquium, live project, summer internship opportunities for our students.
h) Formulating placement rules and regulations and also keep track of their proper compliance.
i)Projecting and Promoting MDP/EDP to the Corporate World.
j) Responsible for proper documentation of Training & Placement related activities, maintaining proper MIS on real time basis and maintaining inventory required by T&P department
k) Key member for formulating and designing of placement brochure.

F) Employed with **Amity Global Business School Kolkata**
Position: **Placement Manager**
Salary: Rs.3.0 L p.a. plus conveyance & mobile
From: June 2009 to Aug 2011
Work Description:
a) Key member in formulating & strategizing rules, regulations & policies for the company.
b) Looking for new business opportunities & expanding the existing business for the organization.
c) Generation of both premium & bulk job opportunities with descent package for Final Placement.
d)Generation & Allocation of students to different good companies for Summer Internship Program.
e) Maintaining proper MIS for reporting to Senior Management and also for keeping track of personal progress.
f) Allocate & delegate jobs to subordinates & reviewing their activities on daily basis.
g) Built up & maintaining good relationship with the senior managers responsible for recruitment in their respective organization.
h) Actively take part in marketing & promotional campaign organized for the purpose of brand building, admissions and placements.
i)Arrange for and personally involve for interview specific grooming.
j) Playing active role in faculty parent's joint session for effective functioning & transparency.

G) Worked for **The ICFAI National College** at the Zonal Office in Kolkata
Position: **Manager Corporate Relations**
Salary: Rs.3.0 Lakhs p.a.plus other benefits like medical for whole family, mobile,conveyance and LTC.
From: Jan2006 to May 2009
Work Description:
a) Taking care of the **Final Placement** and **Summer Internship Programme** of MBA students belong to different centers in **West Bengal, Jharkhand, North East and Orissa**.
b) Building a **structured database of corporates** from different sectors for successful collaboration with them.
c) **Generation of companies** for final placement of students through campus interview.
d) **Doing preliminary screening of students based on company's requirement and conduct interview specific training before the actual interview.**
e) Arrange for external resources for specific training requirements.
f) **Generation of companies** for Summer Internship Program me.
g) Categories students such as Premium, Average and Challenged by evaluating them on different parameters.
h) **Generation of companies** for placing students belong to BFI course.
i) **Preparation of MIS report for review and other reports for presentation in different platform where the institute is represented**.
j) Sourced vital corporate information which become valuable inputs for training of MBA students.

H) Worked for **eREV MAX TECHNOLOGIES** 100/ Export Oriented Software Company with client base across the world.
Position; **SR MARKETING/TECH SUPPORT EXECUTIVE.**
Specialization: IT Company with unique solution for hotel rate shopping online from different distribution channels, preparing weekly reports on the basis of historical data, forecasting on hotel rates, updates hotel rates on different online distribution channels on real time basis which saves time, manpower& maximizes revenues. It is **fast, accurate, online & real time.** In other word it is a tool for revenue management.
Industry: Information &Technology
Salary: Rs.2 Lakhs p.a.
From: Sep2003- Dec2005
Work Description:
a) Achievement of revenue target for two brands of the company Rate Tiger Shopper & Rate tiger Allocator.
b) Mainframe: One of the key team members for Expedia project. Loading hotels information under AS-400& Venice. Performing **QA** before sending them to client Expedia.

c) Building a structured database of star categories hotels.
d) Preparing email content for email campaign to generate prospects. Satisfying customers enquires on real time basis, providing demos &pricing. Holding email campaign for invitation of concerned persons in different travel& tourism fair where the company participates.
e) **Technical Support** Worked for system verification unit- Market analysis for the client hotel, fetching rates & generating rate alert report, performing **QA** for client hotels on regular basis. Working in close coordination with system response unit.
f) Imparting training & guiding the newly recruits.

I) Company Name: **Allianz Bajaj Life Insurance Company Ltd.**
Position: **Sales Team Manager**
Specialization: Business Development-Insurance
Industry: Life Insurance
Salary: Rs 1.8 lakhs plus p.a.
From: Nov2001 to Aug 2003
Work Description:
a) Recruitment & Selection of Consultants.
b) Building a team of consultants from different profession & occupation.
c) Directing, Mentoring, Motivating, Coaching and monitoring the consultants.
d) Accompanying the consultants in important calls & assist them in closing sales.
e) Holding business meeting weekly where market experiences were shared, market objections were discussed, respective solutions were offered & devised strategy for improving performance.
f) Achieving sales target continuously by involving every team member.
g) Work in close coordination with operation department.
h)Keep track of the day to day documentation by team members in order to manage the team effectively.

J) Company Name: **Global Telesytems Ltd.**
Position: Business Executive-ASP Div.
Specialization: **Marketing/Business Development**
Industry: Networking & IT enabled services
Salary: Rs.1.5 lakhs p.a.
From : Jun 1998 to Date Left : Oct 2001
Work Description :
a)Achievement of revenue target for Enhanced Fax Service& E-mail service(Internet Mail box Internet Mail Gateway under SMTP & Business Mail box, Business Mail Gateway under X.400)
b)Generation of new business accounts by targeting key verticals like banking& finance, manufacturing, logistics Govt.& Public sectors, hospitality industry exporters & others.
c) Settlement of past outstanding from existing customers.
d) Conversion of existing X.400 customer to Simple Mail transfer protocol(SMTP)
e)Responsible for demonstration, planning, implementation of latest products & advanced application solutions in key corporate houses through presentations & seminars.
f) Work synergistically with units like Tele Operation Client Service(TOCS)& Internet Service Provider (ISP).
g) Monitor& Update customer preferences & competitive activity on a regular basis & thereby customize our own services which keep us ahead of our competition.

_____x_____