CURRICULAM VITAE

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C-9/7, Indralok Housing Estate – II,
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Career Objective:

Seeking an Administrative position where I can utilize my strong organizational skills and ability to manage multiple tasks simultaneously. With a solid understanding of office management and administrative procedures, I aim to contribute to streamlined operations and team success. My excellent communication and multitasking abilities will help enhance operational efficiency and provide exceptional support in a dynamic work environment. I am committed to delivering high-quality administrative staff and fostering a productive, positive atmosphere within the organization.

Key Strengths

- Experienced in administrative roles within Ph.D. Cell and School of Rural Management at the University.
- Efficient in high-pressure environments, excelling in both leadership and team settings.
- Strong organizational, time management, and multitasking skills, with expertise in managing schedules, appointments, and supplies.
- Proficient in maintaining filing systems, ensuring quick document retrieval, and managing office operations.
- Excellent verbal and written communication skills for effective team and client interaction.
- Skilled in drafting reports, emails, and correspondence.

Academic Qualifications:

Name of Exam	*Institution*	*Board*	*Year*	*Percentage of Marks*
M.Sc in Media Science	Institute of Management Study	Maulana Abul Kalam Azad University of Technology, West Bengal	2020	77.6 (DGPA 8.51)
B.Com (Hons.)	S.A. Jaipuria College	University of Calcutta	1998	55.25
Higher Secondary Examination	S.A. Jaipuria College	West Bengal Council of Higher Secondary Education	1994	49.2
Madhyamik Examination	Baranagar Ramkrishna Mission Ashram High School	West Bengal Board of Secondary Education	1992	55.89

Certificate Course

- An online crash course in **Executive Data Science** from Johns Hopkins University through coursera in August 2020;
- An online course in **Sustainable Tourism – promoting environmental public health** from University of Copenhagen through coursera in August 2020;
- An online course in **Global Environmental Management** from Technical University of Denmark through coursera in August 2020;
- An online crash course in **Project Management Project** fromUniversity ofCalifornia, Irvine through coursera in August 2020;
- An online crash course in **Media Ethics & Governance** from University of Amsterdam through coursera in August 2020;
- An online crash course in **Mountains 101** from University of Alberta through coursera in January 2021;

Computer Literacy:

- Certificate Course in MS-Office, Internet from CMC
- Linux Basic

Work Experience

Sl No.	***Employer Name***	***Place***	***Department***	***Designation***	***Experiences***	
					From	***To***
01	Sister Nivedita University	Kolkata, India	Ph.D. Cell	Assistant Superintendent	07-09-2023	Continue
02	XIM University	Bhubaneswar, India	School of Rural Management	Programme Officer	17-05-2023	02-09-2023
03	Maulana Abul Kalam Azad University of Technology, West Bengal	Kolkata, India	Ph.D. Cell	Office Assistant	01-10-2015	12-05-2023
04	Reliance Broadcast Network Ltd.	Kolkata, India	Programme Department	Hub Producer	17-11-2014	23-02-2015
05	RBN Entertainment Pvt. Ltd.	Kolkata, India	Programme Department	Broadcast Presenter and Programming Manager	19-02-2011	15-11-2014
06	All India Radio	Kolkata, India	Programme Department	Casual FM presenter	24-08-2009	30-06-2012
07	South Asia FM Limited (93.5 RED FM)	Asansol, India	Programme Department	Radio Jockey	20-07-2008	10-06-2010

Sister Nivedita University (SNU) :

Assistant Superintendent, Ph.D. Cell : *September 07, 2023 to present*.

- Administer the online and offline admissions process and all other Ph.D.-related activities
- Co-ordinate the Ph.D. Entrance examination (SNURET), review applications, and handle selection interview for new enrollments
- Co-ordinate the coursework and registration process

- Maintain liaison with Departmental Research Committee (DRC) and Student Research Committee (SRC)
- Arrange meetings, including drafting the agenda, minutes, and handle meeting logistics
- Handle Pre-thesis submission, thesis submission and thesis evaluation process
- Communicate to all stake holders, including drafting of letters, reports and arranging the viva-voce of the students
- Maintain security and secrecy while handling sensitive data and research databases ensuring compliance with privacy policies and regulations
- Inputs and updates information in database of Ph.D. related activities

XIM University, Bhubaneswar
Programme Officer, School of Rural Management : *May 17, 2023 to September 02, 2023.*

- Provide end to end assistance to the Dean
- Overseeing and coordinating academic programs
- Collaborate with faculty members, academic staff, and students to smooth running of the departmental curriculum
- Scheduling the class time table for the whole term
- Take care of the Registration process
- Keep record of all documentation related to all activities of the students
- Documentation of Institute's records including confidential record
- Using UMS system to process all works

Maulana Abul Kalam Azad University of Technology, West Bengal
(Formerly known as West Bengal University of Technology)
Office Assistant, Ph.D. Cell : *October 01, 2015 to May 12, 2023.*

- Co-ordinate with end to end assistance to the Director and Convener of Ph.D. cell
- Look after the entire online admission process of Ph.D. programme including scrutinized of new application for Ph.D. Entrance examination (RET) and Ph.D. Enrollment Interview and also take care of Entrance test and Interview for Ph.D. programme
- Co-ordinate all administrative and official works of forty four (44) Departments of the University
- Co-ordinate with the Departmental Research Committee (DRC) and School Research Committee (SRC)
- Take care of Synopsis submission and presentation and thesis submission and evaluation process
- Look after the Viva-voce process through blended mode with creation of goggle meet link and offline mode
- Provided administrative support to ensure efficient office operations
- Maintained physical and digital filing Using ERP system
- Answered phone calls and respond to emails
- Drafts letters, reports, and other documents
- Prepares meeting agendas and takes meeting minutes
- Co-ordinate logistics for meetings including room setup and catering
- Works closely with other administrative staff and supports other colleagues as needed

Additional responsibility:
i) Assist in running activities of Community Radio 90.0, MAKAUT WB.
ii) Oversee the AICTE Doctoral Fellowship for Ph.D. process

Reliance Broadcast Network Ltd.
Hub Producer, Programming Department : *November 17, 2014 to February 23, 2015*

- Managing programming schedule
- Upload traffic on a daily basis, placing all tags
- Managing clocks

RBN Entertainment Pvt. Ltd.
Broadcast Presenter and Programm Manager: *February 19, 2011 to November 15, 2014*

- Managing programme schedule
- Preparing presenting topic
- Supervise the official work of Programming Department
- Presenting Broadcast show
- Preparing adds for broadcast

All India Radio
Casual FM presenter : *August 24, 2009 to June 30, 2012*

- Presented Broadcast show
- Produced and prepared script for the FM shows
- News reading

South Asia FM Limited (93.5 RED FM)
Radio Jockey : *July 20, 2008 to June 10. 2010*

- Host Morning show
- Voice over for promo, commercial etc.
- Produced and prepared script for shows, promo, commercial etc.

Personal Profile:

Name	Suman Kar
Father's Name	Late Tapan Kumar Kar
Date of Birth	26th January 1976
Gender	Male
Marital Status	Married
Nationality	Indian
Extra Curricular Activity	Attached with Group Theatre
Language Known	Bengali, Hindi, English
Interest	Travelling, Sports (especially Football), Cultural Activity

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Suman Kar