

PRANAB JYOTI THAKURIA

Phone No. : (+91) 8696-4434-91
e-Mail ID : pjthakuria@gmail.com

Result-oriented professional with a proven record of achievement in conceiving & implementing ideas that create value for organization, targeting senior level assignments in **General Administration, Human Resource Management** with a reputed organization, preferable in Education industry

|| Profile Summary

- Achievement-driven Professional, offering **32 years** of qualitative experience in **spearheading activities, related to general administration, human resource, public relations, publicity & advertising, event management and liaison work**
- Proven skills in providing support for **Executive Level Staff-C Suite**, including scheduling meetings & appointments, coordinating travel and managing all essential tasks
- Hands-on experience in **administering entire office operations** in coordination with internal & external departments to ensure smooth office operations
- Expertise in preparing **confidential reports, correspondence & minutes of meeting,** completing the task within deadlines and organizing, filing & maintaining papers & records in a systematic manner
- Proficient in development, implementation, evaluation & modification of **administrative policies & procedures** to optimize resource & capacity utilization across various functions
- A forward-thinking person with strong communication, analytical & organizational skills; well organized with a record that exhibits self-motivation & creativity to achieve corporate goals

|| Core Competencies

Office Management/Administration	Payroll Management	Liaison & Communications
Travel & Time Management	Reports Generation	Human Resource Management
Relationship Management	Operations Management	Cross-functional Coordination

|| Work Experience

Since Apr'15 : Birla Education Trust, Pilani, Rajasthan as P.S. to Director

Key Result Areas:

- Communications with Principals of BET schools and other key management functionaries, for & on behalf of the Director
- Correspondence with the Trustees (The Birla Parivar), managing public relations & general administrative works and any other duty, at the discretion of the Director
- Administering daily activities involving office rounds, and Director's office maintenance
- Working with full confidentiality in all aspects of assignments, maintenance of protocol procedures, management of information flow and conducting follow-up on deadlines & commitments
- Monitoring incoming & outgoing correspondence and maintaining payroll system under ERP for entire BET Staff
- Developing professional communication with organizational main contacts
- Managing end-to-end travel management of the Director
- Setting up high level conference calls, board and management meetings
- Executing agenda for team meetings and other senior level meetings
- Planning claim expenses on leader's behalf for the expenditure incurred on business travels & meetings
- Coordinating high level events
- Maintaining organization chart by keeping a track of changes

Highlight:

- Recruited 3-5 personnel on a monthly basis
- Resolved an extremely important staff matter related to leave which included leave cycle change from July-June to Apr-Mar cycle of the year and the amendment in the leave related HR policy

|| Previous Experience

Aug'14 – Apr'15 : The Sagar School (A Fully Residential CBSE Co-Ed School), Tijara, Alwar, Rajasthan as P.A. to Principal

Aug'09 – Jun'14 : Altruistic Agro-Food Processing Ltd. (An FMCG Company deals in Packaged Drinking Water), Kolkata, West Bengal as Manager (HRD)

Jan'09 – Jul'09 : Indian Red Cross Society (International Humanitarian Organization), Assam State Branch, Guwahati as First Aid Trainer cum State Disaster Response Team (SDRT) Member

Apr'99 – Dec'08 : Softech InfoEd (A Professional Vocational Institute), Guwahati, Assam as Senior Faculty cum Admin. Officer

Sep'93 – Mar'99 : Mount Hermon School (A Client School of I.C.S.) – ICSE Board, Darjeeling, W/Bengal as Sr. Faculty (Comp. Sc.)

|| Education

- M.B.A. (H.R.M.) from The ICFAI University, Sikkim
- B.A. (Economics & Political Science) from Gauhati University, Guwahati
- B.Mus. (Tabla) from Bhatkhande Sangeet Vidyapith, Lucknow

|| Other Courses

- U.G.C. NET Qualified in Human Resource Management
- Advance Diploma in System Management (Computer Science) from Informatics Computer Systems, New Delhi
- TET (Upper Level) in Child Development & Pedagogy & Social Science from Dept. of Education, Govt. of Assam

|| Certificates

- Certificate in PC Hardware & Networking from N.S.I.C., Govt. of India
- Certificate in First Aid & Disaster Management from I.R.C.S.

|| Achievements, so far.....

- **"Annual Performance Award, 2023", in the Admin. Category, by Birla Education Trust.**
- 'C' Certificate from N.C.C. (Air Wing)
- Secured :
  - 9th Position at National Level in Pilot Aptitude Battery Test (PABT)
  - 1st Position at Assam State Level in Master Training of State Disaster Response Team (SDRT) selection
  - 2nd Position at all India Level in National Disaster WatSan Response Team (NDWRT) selection
  - 1st Position at a Logo Designing Competition by R.M.A. Academy, Pilani, Rajasthan
- Recipient of Special Certificate (*issued by Mr. Jean Guittet, WatSan Delegate – ICRC, French*)

|| Professional Affiliation

- Pioneer Batch Member of National Disaster WatSan Response Team, Indian Red Cross Society

|| Publications

Name of the Publication : Computer for Beginners
Subject : Basics & Fundamentals of Computer Science
Medium : English

Publication Type : Text Book
Year : Sep'06

Name of the Publication : Asomiyat Prathamik Computer Siksha
Subject : Basics & Fundamentals of Computer Science
Medium : Assamese
Publication Type : Text Book
Year : Jan'05, Dec'05

Name of the Publication : Asomiyat Sampoorna DTP Siksha
Subject : Comp. Sc. – Desk Top Publishing
Medium : Assamese
Publication Type : Text Book
Year : Oct'05

Name of the Publication : Sahaj Computer Siksha
Subject : Basics & Fundamentals of Computer Science – Booklet Version
Medium : Assamese
Publication Type : Hand Book
Year : Jan'09

Name of the Publication : Assam G. K.
Subject : General Knowledge & Current Affairs on Assam
Medium : English
Publication Type : Guide Book
Year : Jul'22 & Nov'22 (Revised & Enlarged)

Name of the Publication : Spoken English Made Easy (Anglo-Assamese)
Subject : A book on Spoken English (30 Days' Crash Course)
Medium : Anglo-Assamese
Publication Type : Guide/Note Book
Year : Nov'22

Name of the Publication : Trish Dinat Ingraji Shiksha (Learn English in 30 Days)
Subject : A book on Spoken English for Juniors
Medium : Anglo-Assamese
Publication Type : Guide/Note Book
Year : Nov'23

Name of the Publication : Spoken English Made Easy (Anglo-Hindi)
Subject : A book on Spoken English (30 Days' Crash Course)
Medium : Anglo-Hindi
Publication Type : Guide/Note Book
Year : Jun'25

|| Personal Details

Date of Birth	:	29 November 1972
Languages Known	:	Assamese (Native), English, Hindi, Bengali, Nepali
Present Address	:	C-125, Dakshin Marg, Vidya Vihar, Pilani – 333 031, Rajasthan, India
Permanent Address	:	6, Jyoti Path (Udaynagar), Near Rong Pothar, Fatashil Ambari (Tiniali), Guwahati – 781 025, Dist. : Kamrup (M), Assam, India