

Subinoy Chandra

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WORK EXPERIENCE

RICE Education Pvt. Ltd, Kolkata, West Bengal
Zonal Head (North and South Bengal), March'22 - till date.

- Taking care of North and South Bengal Business of RICE EDUCATION.
- Managing brand awareness, revenue and operation of the main stream business of the organization.
- Taking care of branch operation and faculty management.
- Crafting effectiveness of ATL and BTL planning for business promotion.
- Evaluating the effectiveness of marketing programs and conducting market analysis
- Plan, develop, direct, evaluate, and coordinate education and training programs
- Develops and monitors yearly education and training budget; ensures that training time and resources are utilized in most efficient and cost effective manner
- Collaborating with various Colleges and Universities to channelize the promotional activities

The George Telegraph Training Institute, Kolkata, West Bengal
Asst. Director Training and Administration, March'21 – February'22.

- Develop, evaluate, and control the quality for in-service and education programs in accordance with established policies and procedures
- Provide leadership in formulating the goals and objectives of the education programs
- Perform other duties as assigned
- Participate in and/or provide in-service education sessions
- Adhere to facility policies and procedures and participates in facility quality improvement and safety programs
- Plan, develop, direct, evaluate, and coordinate education and training programs
- Develops and monitors yearly education and training budget; ensures that training time and resources are utilized in most efficient and cost effective manner

RICE Group, Kolkata, West Bengal
Branch Manager, March'14 – March'21.

- **Operational** – Develop policies and procedure to enhance the training delivery of the Branch. Communicate senior management regarding Branch Operation. Prepare different kind of reports as per requirements of HO. Provide statical information to HO about student attendance and out comes, including training reports and plans, staff supervision development. Provide leadership and supervision to staff regarding time sheet, leave request and others. Responsible for Routine management. Oversee regular evolution.
- **Accounts & Finance** – Maintained financial transaction and analyze profit margin ratio for Branch. Increase growth factor for the Branch.
- **Marketing** – Responsible for internal and external marketing and promotional activity
- **Student Service** - Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs.

Brainware Education Trust
Group Leader Academics & Operations, November'11 to February'14

- Work with center level executives for business planning and project execution.
- Liaise with the members of three education board (**WBCHSE, WBUT, WBSU**) for Higher Secondary, Engineering and Management students.
- Conduct training sessions and prepare teaching material for teacher's benefit
- Responsible to lead activities and take decisions at the board meetings
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- Draft policies and plans for managing the administration of the Institute
- Take an initiative for advertising the institute and the facilities they provide to students
- Assist in screening and selecting faculty applications.
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs.
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems.

Institute of Science & Technology
Examination cell In-charge & Asst. Professor of FMS, February'09 to October'11

- Liaise with the members of two education board (WBUT, WBSCTE) for Engineering and Management students.
- Coordinate with University examination authorities.
- Manage administrative documents and confidential student records for integrity, accuracy, consistency, decision making and future reference.
- Implement the plans and ideas initiated by the board of directors
- Take an initiative for student's admission, registration, etc.
- Teaching Marketing Management, Human Resource Management, Value & Ethics and Industrial Management in engineering courses.
- Develop the set of regulations for the staff members and students to follow
- Conduct training sessions and prepare teaching material for teacher's benefit
- Take a part in WBUT paper assessment.

Brainware Consultancy Pvt. Ltd.
Placement Officer, September'08 to February'09

- Responsible for monitoring placement executives
- Gave the placement support to the centers.
- Visiting corporate clients; generating requirements and meeting the clients' requirements as per clients' matrix.
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New Holland Tractor (Bengal Auto Syndicate, Burdwan).
Sales Trainee, August'03 to January'06

- Visiting clients.
- Promote the product and generating profitable business for the organization.

EDUCATION

- Master of Business Administration, ICFAI University Dehradun, 2008

ADDITIONAL SKILL

- Conversant with Basics of Computer (MS-Office).
- Work in different ERP system.

AWARDS AND HONORS

- 100 % Target Achivers of the Zone (April-22 to March-23) – RICE Education
- Best Growth initiator awards for the month of July-15 from RICE Group
- Best System Support Executive from Brainware Education Trust.
- Received an appreciation letter of performance for Summer Internship Project (SIP) from UNICON Investment Solutions.
- Won 2nd prize in quiz competition from Rotary Club of Burdwan south.
- Won many medals & trophies in sports & painting.