

BISWATUSH CHAKRABORTY



PERSONAL INFORMATION

- *biswatush@gmail.com*
- *8011772457*
- *Guwahati, Assam 781035*

EDUCATION

07/2015

BE (Mechanical)

GAUHATI UNIVERSITY

Assam.

05/2015

Diploma (Mechanical)

SCTE, Assam.

PROFILE

A dynamic professional with more than 9 years of experience in Project handling & Operations. Proficient in exploring and developing new strategies, growth oriented planning's & thereon achieving desired operational goals. Adept in managing Manpower with focus on best performance output and expertise in determining company's mission & strategic direction as conveyed through policies & targeted objectives. A visionary leader who effectively meets goals through strong leadership, interpersonal communication and analytical abilities.

PROFESSIONAL SKILLS

- Project Management.
- Fleet Operation.
- Fleet Maintenance.
- Daily Follow-ups & Tracking.
- Team Lead.
- Team Development.
- Stakeholder Relationship & Liaisoning.
- Logistics & Supply Chain Management.
- Process and procedure development.
- Cost analysis and savings.
- Budgeting.
- Audit & Compliances.
- Human Resources Management.
- Problem Solving & Decision-making capabilities.
- Employee Performance Evaluations.
- Cost Reduction.
- Recruiting and interviewing.
- Manpower Allocation.
- Vendor Management
- Report Preparation.
- Awareness Campaign.
- Media Management.
- Close Co-ordination with Departments.
- Review & Target oriented.

Projects Handled

- DEHULLING OF Mesua ferrea L. (Nahor Seed) ---The project find its application in the production of bio-fuel by reducing its labour cost. The project reduces the manual machining time and increases the production rate.
- SOLAR WATER PURIFIER ---The project purifies water with the help of the sunlight through different processes. This project finds its application in the areas where there is a scarcity of pure drinking water.

WORKING AREAS

Deputy Manager
NORTH EAST CARRIERS PRIVATE LIMITED | ASSAM

- 01/2025 – Present
- Responsible for the plant fleet operation to achieve the targeted TAT for loading & Unloading.
 - Prepared monthly progress reports detailing achievements against set targets.
 - Provided necessary technical assistance and advice to subordinates for day to day operations.
 - Managed and oversaw Cement operation, Rake Operation, Timely Loading & Unloading of materials, Internal Movements of the fleet in the designated area.
 - Maintaining a good relationship with the stakeholders.

Deputy Manager Operations & Maintenance.
EMRI GREEN HEALTH SERVICES | ASSAM

- 07/2021 – 01/2025
- Promoted to Deputy Manager from Assistant Manager Level.
 - Provided necessary guidance and advice to subordinates when needed.
 - Effectively handling 500+ manpower in the assigned area.
 - Successfully launched 108 pilot app for the 1st time in the district levels.
 - Managed and oversaw projects for 108 emergency services and 1962 Veterinary services in the designated area.
 - Maintaining a good relationship with the stakeholders in all the districts.

LANGUAGES

Bengali: First Language

Assamese: C2
Proficient (C2)

English: C2
Proficient (C2)

Hindi: C2
Proficient (C2)

Assistant Manager Operations & Maintenance. EMRI GREEN HEALTH SERVICES | ASSAM

- 07/2020 - 07/2021
- Promoted to Assistant Manager Position from Senior Executive level due to my dedication & operation skills.
 - Established processes for monitoring customer satisfaction levels.
 - Monitored employee attendance records, timekeeping, and payroll information.
 - Successfully launched a Supply Chain Management app in the assigned area.
 - Developed a system for tracking inventory and ordering supplies as needed.
 - Resolved conflicts between team members in an effective manner.

Senior Executive EMRI GREEN HEALTH SERVICES | ASSAM

- 02/2019 - 07/2020
- Promoted to Senior Executive from Executive level through Hard work & Meticulous planning.
 - Facilitated communication between different departments resulting in improved collaboration among teams.
 - Interviewed prospective employees and provided input to HR on hiring decisions.
 - Held regular one-on-one meetings with employees to review performance and priorities and provide feedback.
 - Reviewed completed work to verify consistency, quality, and conformance.

EMERGENCY MANAGEMENT EXECUTIVE
EMRI GREEN HEALTH SERVICES | ASSAM

07/2015 - 02/2019

- Developed and implemented strategies to increase executive efficiency.
- Established relationships with key partners and vendors to ensure successful project outcomes.
- Organized and facilitated regular meetings with senior management teams.
- Led initiatives to improve customer service levels throughout organization.
- Created and maintained relationships with key stakeholders.
- Created reports summarizing progress against organizational goals and objectives.
- Completed thorough opening, closing, and shift change functions to maintain operational standards each day.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.