

SOUVIK BISWAS

895 Lake Town, Block - A, Kolkata - 700089, West Bengal, India.

Mobile: +91-9830461931, **Home Phone:** +91-33-40084028, **E-mail:** bsouvikb@hotmail.com

PROFILE

- Over **5 years of experience in Operations Management and Finance** in variety of industries; including 3 years in IT, 1 year in Education, and 1.5 Years in Media.
 - Completed **Master of Business Administration (MBA) with specialization in Finance** from Bowling Green State University, Ohio, USA.
 - Completed **Master of Computer Applications (MCA)** from Indira Gandhi National Open University, India.
-

CORE COMPETENCIES

- **Quantitative Analysis • Operations Management • Investment Analysis • Financial Modeling**
 - **Strategy Design & Implementation**
-

PROFESSIONAL EXPERIENCE

Gadurr Holdings Pvt. Ltd., India

September 2013 – April 2015

Head of Operations

- Communicated with over 200 artisans throughout the state of West Bengal to select an appropriate pool of artists for specific customized orders of handcrafted items.
- Maintained contacts with over 20 different vendors for procurement of quality raw materials to be used by the artisans.
- Supervised packing and shipping of orders to various domestic and international locations.
- Administered still photography and videography of the products and the artisans for showcasing and promotional purposes.

Absas Solutions Pvt. Ltd., India

February 2013 – September 2013

Subject Matter Expert (Finance)

- Authored detailed solutions for various undergraduate and graduate level coursework in Accounting and Finance.
- Assisted and guided several undergraduate and graduate level students through their assignments and projects in Accounting and Finance.

Chegg India Pvt. Ltd., India

July 2012 – February 2013

Managed Network Expert (Finance)

- Participated in content creation and content enrichment for various post-graduation level Accounting and Finance textbooks.
- Authored detailed solutions for several post-graduation level Accounting and Finance textbooks.

Bowling Green State University, Bowling Green, Ohio, USA

August 2008 – December 2009

Computer Lab Assistant

- Supervised desktop computers and LaserJet printers in computer labs in College of Business Administration and provided technical assistance to lab users.
- Monitored videotaping in communication labs.

CMS Computers Ltd., Kolkata, West Bengal, India

February 2004 – September 2005

Facility Management Support Engineer

- Provided Technical Support to Department of Health & Family Welfare, Government of West Bengal, throughout the state of West Bengal.
- Played a pivotal role in providing technical support to approximately 2000 users spread over 200 sites throughout the state of West Bengal.
- Managed and guided a team of 15 members through ongoing projects; provided training to junior employees and end-users.

EDUCATION

- **MASTER OF COMPUTER APPLICATIONS, 2011**
Indira Gandhi National Open University, New Delhi, India
 - **ADVANCED DIPLOMA IN COMPUTER APPLICATIONS, 2011**
Indira Gandhi National Open University, New Delhi, India
 - **BACHELOR OF COMPUTER APPLICATIONS, 2011**
Indira Gandhi National Open University, New Delhi, India
 - **MASTER OF BUSINESS ADMINISTRATION, SPECIALIZATION IN FINANCE, 2009**
Bowling Green State University, Bowling Green, Ohio, USA
 - **BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCE, 2003**
University of Calcutta, Kolkata, West Bengal, India
-

CERTIFICATIONS

- **Basic Applied Chinese Language Course, 2012**
The School of Chinese Language (Zhong Wen Xue Xiao), Kolkata, India
 - **MBA Leadership Immersion with Paper Nation Simulation, 2009**
Bowling Green State University, Bowling Green, Ohio, USA
 - **Inlingua Achievement Test of English Level 4, 2008**
Inlingua Kolkata, Kolkata, India
 - **Inlingua Achievement Test of English Level 3B, 2006**
Inlingua Kolkata, Kolkata, India
-

LEADERSHIP

Sustained the role of President and CEO at the Paper Nation simulation program at Bowling Green State University and guided a team of 10 to achieve various financial and strategic targets.

ORGANIZATIONAL INVOLVEMENT

- Active member and official photographer of MBA Student Association, 2008-2009.
 - Participated as a key member of a team of 16 in a fund-raising event at Cedar Point Amusement Park (Sandusky, Ohio, USA) and successfully raised around US\$1000 for MBA Student Association (2008).
-

HONORS & AWARDS

- Received **“The Award of the Consul General of the People’s Republic of China”** for attaining 1st place in class of Basic Applied Chinese Language Course, 2012.
 - Received **“MBASA Special Recognition Award”** as determined by 2009 MBA Student Association Executive Committee.
 - Received **“Future CEO Award”** as voted on by members of 2009 Full-time MBA cohort.
-

ADDITIONAL INFORMATION

Languages Known: English, Bengali, Hindi, Mandarin Chinese.