

AURNOB CHAKRAVERTY

a_pec1430@yahoo.com

Chandigarh – India

+919815421174

SUMMARY

A highly organized and detail-oriented Executive Assistant cum content writer with experience of writing blogs and articles and providing thorough and skillful administrative support to senior executives looking forward to work in a premier organization which gives me ample opportunities to apply my skills, to grow and to contribute in the most effective manner by being a key and an effective team player.

SKILLS

- Administrative skills
- Communication
- Content Writing
- Detail Oriented
- Time Management
- Digital Marketing

EXPERIENCE

M/s Million Cases

April 2019 – November 2019

Content Writer

Writing content on different topics, Heading the Content writing and YouTube Video division.

M/s Chakraverty Plastic Industries

Jul 2017 - April 2019

Executive Assistant

Offered dedicated support to CEO, Project Managers, and Staff Architects, conducting research, crafting presentation materials, and collaborating with multiple departments in improving overall quality and efficiency.

Did research on various topics as required by the company. Business Development using e-commerce platform. Compiling required important Documents for the meetings.

Looked after the inventory and the requirements of the office.

M/s Security Defence Systems
Executive Assistant

Dec 2014 - Jul 2017

Overhauled major aspects for the Transfer of Technology (ToT) of Laser Dazzler with LASTEC (R&D Unit of DRDO).

Overhauled major aspects for the Transfer of Technology (ToT) of Electronic Stethoscope with CSIO (R&D Unit of CSIR).

Enhanced Marketing efforts through effective proposals and presentations.

Noted for in-depth industry knowledge, outstanding communication skills, and Tender management expertise.

M/s AGGARWALSONS, Engineers & Govt. Builders
Administrative Assistant

Nov 2011 - Dec 2014

Increased efficiency through producing office standard documents for invoices,

Offered dedicated service to clients/vendors, and continually identified new opportunities.

Maximized productivity of On-site teams through tracking hours worked and level of completion, ensuring resource availability, and providing status reports to CEO and Project Manager.

M/s AGGARWALSONS, Engineers & Govt. Builders
Supervisor

Jul 2010 - Oct 2011

To co-ordinate with electrical contractor for electrification, execution, erection & commissioning. Flow of work schedule. On-site Supervision. Participating in project review meetings for evaluating project progress. Making tenders for government tenders of construction. Supported Head in maintaining schedule, proofreading documentation, and executing special projects. Bolstered efficiency through organizing records and maintaining extensive client database. Praised for multi-tasking abilities and timely issue resolution.

CSIR-CSIO (Central Scientific Instruments Organisation)
Graduate Apprentice

Nov 2009 - Jul 2010

Did programming on Matlab software (GUI) for the Defense project on Light combat Aircraft in the making of Head up display (HUD).

Worked on software on LabView.

Guided the Engineering students in completion of their projects on Matlab and LabView.

EDUCATION

PEC University of Technology
B.E., Electrical

CERTIFICATION

Certificate of Completion in Content Marketing eMarketing Institute	Nov 2018
Digital Marketing CHANDIGARH INSTITUTE OF INTERNET MARKETING - CIIM	Sep 2018
Cyber Law Certification THE INDIAN LAW INSTITUTE	Apr 2016
Hands on course on Optical Instruments Technology CSIR-CSIO	Apr 2016

LANGUAGES

Practitioner	English, Hindi
Intermediate	Bengali
Beginner	Punjabi