

RITU MAHANTA

H/N -2, Bhagaduttapur, Beltola Bazar, Guwahati, Assam 781028 | C: 09706082151 | ritumyna@gmail.com

SUMMARY

High-energy, confident professional with an infectious enthusiasm for technology. I consider myself as Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

SKILLS

- Digital Advertising Technical Skills
- Data/analytical skill
- Project Coordination
- Project Tracking
- Time Management
- Trade Shows/ workshops
- Multi-function Operations Management
- Result oriented
- E Governance domain
- Remote Desktop
- MS Project/Visio/ PowerPoint
- Bandwidth Server
- Windows 2003 Server
- Untangle Network Proxy Administration
- Knowledge of HTML & CSS
- Enterprise Platforms[ERP]

ACCOMPLISHMENTS

- Hired, trained and managed a team of 10 successful IT product Executive.
- Launched aggressive growth plans that helped increase customer base to 2800+ VLEs in Sahaj.
- Increased annual sales upto 103 % in 2013-14 through strategic marketing campaigns.
- CSC LIVE Project Monitoring/Coordination on Online Monitoring Tool SREI Assam. Managing all levels of escalations; providing reports, including management reports.

EXPERIENCE

05/2008 to 11/2015 **Assistant Manager**

Sahaj e-Village Limited - Guwahati, Assam

- Managed the in-house advertising program consisting of print and media collateral pieces. Build and maintained successful relationships with service providers, dealers and consumers/VLEs(Village Level Entrepreneur).Trained new employees and explained protocols clearly and efficiently. Mentored other
- Executives/District in-charges.
- Delivered status reports to Stakeholders for budgeting and planning purposes. Collaborated with cross functional teams to draft project schedules and plans.
- Defined project deliverables and monitored status of tasks for ongoing ADPCL-Sahaj electricity bill collection project. Updated and managed project databases and MIS.
- Coordinated meetings with other department managers and served as main liaison between sales and engineering staff.
- Maintained Hardware Sales inventory, Support from State Head Office.

08/2006 to 05/2008 **Network Engineer**

AEDC Ltd(AMTRON)- Guwahati, Assam

- Build and maintained successful relationships with service providers, dealers and consumers.
- Processed an average of 10 inbound and outbound technical support calls
- Active Team member for 33rd National Games Communication and IT infra support.
- WLAN Planer, Network Administration & Magicsurf Business Development.

EDUCATION

- 2011 **MBA** (Master of Business Administration): **Project Management**
Sikkim Manipal University – Guwahati, Assam, India
- 2006 **MCA**(Master of Computer Application)
Indira Gandhi National Open University – Guwahati, Assam, India
- 2002 **B Sc.** (Bachelor of Science) : **Physics**
Pragjyotish College – Guwahati, Assam, India

CERTIFICATIONS

- Microsoft Certified System Engineer (**MCSE**) on Windows Server 2003
- Post Graduate Diploma in Computer Application (**PGDCA**) and Advanced Diploma in Computer Application (**ADCA**) from Indira Gandhi National Open University (IGNOU)
- Certificate in Computing (**CIC**) from IGNOU.

STRENGTHS

- Positive thinking, Honesty & Punctuality.
- Project Operations & Monitoring, Administration, Technical (Information Technology) skills
- Strong analytical, problem solving and strategic thinking skills to understand and anticipate the impact and opportunities across multiple projects. Proven leadership experience.

OTHER PROJECTS /PUBLICATIONS, HOBBIES & ACTIVITIES ETC

Rendered Voluntary Services for -

- NGO Grasshopper (<http://grasshopperassam.org>), Since 2001, as Project (Technical) Advisor.
- NGO eNe Foundation, Since 2012 as Technical Advisor for website.
- District Administration, Kamrup (Metropolitan) during 2003-2004, Assam Administrative Reforms Commission (AARC), during 2003-2004.
- GNRC Foundations.
- E Gramin Services Pvt Ltd

Hobbies Chess, Travelling, Long drive.

REFERENCES

Available upon request

PERSONAL DETAILS

Date of Birth **01:03:1980**
Gender **Male**
Marital Status **Married**
Nationality **Indian**

DECLARATION

I hereby declare that the above statement is true to the best of my knowledge and belief.

Ritu Mahanta