

Debraj Nath

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PROFILE SUMMARY:

- **7 Yrs. of Experience as Administrative Officer in Office of the Pro-Chancellor, Division of Purchase, Admission Cell, Training & Placement Cell and Division of Administration in Education Domain.**
- **12 Yrs. of experience** in Project Management, Customer service delivery, Network implementation & Corporate / Customer Relation in **Telecom Industry.**
- Good exposure in **Project Administration**, Planning, Scheduling, Coordination, Monitoring Project Team activity & movement, Documentation, Reporting & Execution for closure within defined timeline.
- Exposure in the field of Techno Sales, commercial Support and collaborative effort with the marketing & account team.
- Have completed Oracle **Solaris 10 System Admin Part-1** global (Oracle Testing ID: OC1102809).
- **CCNA Certification (640-802)** completed. Cisco ID: CSC012266132.
- **ITIL V3 foundation certification** completed.

PROFESSIONAL EXPERIENCE:

1. **Corporate Relationship & Academic Control Officer, Asansol Pvt. ITI (February 2024 to till date):**

Working as Corporate Relationship & Academic Control Officer in the **Office of the Director.**

JOB PROFILE:

- **Admission Marketing:** Overall Admission Marketing coordination & On campus Counselling of prospective candidates seeking admission in ITI.
- **Placement Coordination:** Facilitate student placements by coordinating with companies and arranging campus recruitment drives.
- **Corporate Training & Career Counseling:** Organize corporate training sessions, workshops, and seminars to enhance students' employability skills.
- **HR Management:** Interview Scheduling & coordination for joining of Faculties & Administrative Staffs. Part of Interview committee member.
- **Exam. Coordination:** Oversee the monthly Subjective & CBT Exam. Coordination with duty delegation followed by result publication.
- **MOU and Partnerships:** Draft and manage Memorandums of Understanding (MOUs) with corporate partners for various collaborative efforts.
- **Oversee & coordination for development of Lesson Plan, Log Book Entry, Assignment report verification etc.**

2. Officer, Lovely Professional University (February 2019 to October 2023)

Worked as Administrative Officer in Lovely Professional University **in the Office of Pro-Chancellor.**

JOB PROFILE:

a) Latest Profile (Administrative Officer – Division of Admission and Division of Purchase):

- Worked as Admin. Officer in the **Office of Pro-Chancellor for the Division of Purchase** with the responsibility to handle all Administrative concerns of the employees of the Division.
- **Handled additional responsibility to Audit the Performance of Hostel Wardens under Division of Residential Service.**
- Worked as ‘**Admission Counselor**’ for the University with Physical, Telephonic & Chat process.
- Responsible for ensuring complete guidance to students regarding application process, selection of courses, and meeting application deadlines and completion of their Admission process.
- Responsible for providing resolution to student’s query with respect to Post Admission services.
- Responsible for Inter-departmental coordination & follow up for resolution of student’s concern like Fee updating issue, Class allocation, Syllabus & Class time table update etc.
- Ensure appropriate branding of University by promoting ranking, accreditation, affiliations etc. through content writing in different web based forum like Shiksha.com, Quora, Career360, Collegedeko, LinkedIn, Facebook etc.
- Highlighting the benefits of specific schools, programs and courses in order to attract students and promote existing diversity in campus & multiple facilities.

b) Previous Profile (Officer – Central Division of Administration):

- Centrally monitoring entire Administrative issues of the University.
- Responsible for providing resolution to escalated Repair & Maintenance issues, Electrical issues by coordinating with concerned department & 3rd party vendor.
- Responsible for Policy, SOP, Directive preparation.
- KPI/KRA target preparation & allocation activity to Administrative Cell staff members as per individual target after approval of governing bodies.
- Admin Cadre manpower projection & support to 23 schools in Admin manpower requirement fulfillment.
- Kick start of new project to ensure Hygiene & Sanitation and e-waste management as per UGC standard.

c) Previous Profile (Officer – Central Division of Training & Placement):

- Preparing & maintaining company database to support Corporate Outreach Cell Placement Officers.
- Organizing & Executing Placement Event by coordinating with respective stakeholders.

- Placement Data Maintenance & preparing analytical report for University Branding & as per requisition of Prospective Recruiter.
- Support NAAC Accreditation activity.
- OJT/Internship approval processing.
- Examination scheduling of students pursuing Industrial Internship.
- Policy, SOP preparation & KPI/KRA assignment activity to Placement Cell staff members as per individual target.

3. Field Manager, Nokia Solutions & Networks (August 2017 to January 2019)

Worked as Field Manager in Nokia Solutions & Networks (under payroll of Evolve Technologies) in Central Core Team.

JOB PROFILE:

- Working in Central Core Team of Nokia Corporate at Gurgaon. Taking care of Centralized Project Coordination for MTNL (3G Implementation + Huawei swapping). Centralized Coordination with Nokia Zonal Project Managers for Project Progress on daily basis & support them by providing all sorts of PO & Contract agreement clauses.
- IPM Documentation & Project Progress Documentation & Report generation. Site Update in IPM for CA/IA creation & support in BBR report generation for Invoicing.
- Preparation of Audit Data related to project progress & closure planning.
- Looking after Resource & Vendor procurement / enhancement & Ramp up / down and related activities.
- Maintain Resource Joining, transfer between circles, Job delegation related Nokia Process (PO & GRN creation) etc.
- Reporting to Project Director regarding Project Highlights & Lowlights on daily basis.
- Arrange Weekly Review meeting by informing all stakeholder & Preparation of Business .ppt
- Inter Department coordination inside Nokia (like F&C team, SiSo team, GPR Team etc.) for smooth process flow.

4. Project Manager, Clear Secured Services (P) Ltd. (May 2016 to April 2017)

Worked as Project Manager in Tata Teleservices (M) Ltd. Project.

JOB PROFILE:

- Taking care of all Project Management part of Tata Teleservices (M) Ltd. Project.
- Responsible for Mumbai & ROM Circle (Pune, Nagpur, Goa, Vasai / Virar).
- Handling Projects named Installation & Repair (Wireline & Wireless), LCRM Audit and Channel Sales Project.
- Taking care of Commercial & HR part of all 400 Manpower deployed under my control.
- Responsible for Meeting, ppt presentation, Reporting & coordination with TTML Directors related to Project Management.

5. Field Manager, Nokia Solutions & Networks (April 2015 to April 2016)

Worked as Field Manager in Nokia Solutions & Networks (under payroll of Vedang Cellular Services) in Central Core Team.

JOB PROFILE:

- Working as Field Manager & Centralized Project Coordinator of Bharti GSM BTS & ESMB Swap Project in ROB (Rest of Bengal) Circle. Responsibilities mainly are Team Handling, Project Management & Reporting. Acting as Catalyst between Bharti & Nokia.
- Was working in Central Core Team of Nokia Corporate at Gurgaon. Taking care of Centralized Project Coordination for 7 Circles for RJIL MW project. Centralized Coordination with Nokia Zonal Project Managers for Project Progress on daily basis & support them by providing all sort of PO & Contract agreement clauses.
- Additionally looking after the Functional part of RJIL IMS Project, BSNL Broadband Care, BSNL GPON and upcoming MTNL (2G/3G Implementation + swapping) Project.
- IPM Documentation & Project Progress Documentation & Report generation. Site Update in IPM for CA/IA creation & support in BBR report generation for Invoicing.
- Preparation of Audit Data related to project progress & closure planning.
- Looking after Resource & Vendor procurement / enhancement & Ramp up / down and related activities.
- Maintain Resource Joining, transfer between circles, Job delegation related Nokia Process (PO & GRN creation) etc.
- Reporting to Project Director regarding Project Highlights & Lowlights on daily basis.
- Arrange Weekly Review meeting by informing all stakeholder & Preparation of Business .ppt
- Inter Department coordination inside Nokia (like F&C team, SiSo team, GPR Team etc.) for smooth process flow.
- Holding COM Review meeting & MOM generation & update in IPM.

6. Training & Placement Coordinator, ARYA College of Engineering & I.T., Jaipur (April 2013 to March 2015)

Worked as Training & Placement Coordinator & Office Admin. in Training & Placement cell.

JOB PROFILE:

- **Worked as Centralized Training & Placement Coordinator of the Core Team of Training & Placement Cell.**
- Administer, Analyze & prepare all annual placement reports and Facilitate & arrange Workshop, Seminars & Convocation Programs.
- **To facilitate & address students** in all respect during both Closed & Pool/Centralized Campus Recruitment Drive on behalf of **Training & Placement department.**
- To provide all necessary inputs about the college to the personnel of company corporate as & when required. **Administer all Internal Proceedings** & Arrange for various facilities required and to **Coordinate with Teacher & Student representatives** for smooth processing during **Campus placement drive.**
- To maintain **Database Management** of Training & Placement department like Student's profile, Alumni details & All the Events (Campus Recruitment Drive & Seminars, Workshops) organized by Training & Placement Department.
- To make **Database of MNCs** all over India & arrange the schedule of meeting by communicating over phone with the Company corporate HR.
- To assist 'Director-Training & Placement', 'Training & Placement Officer' & 'Corporate Relationship Manager' in all respect during their daily activity.

7. Project Coordinator, Denave India (P) Ltd.(October 2007-March 2013)

Project Coordinator at **NOKIA SIEMENS NETWORKS LTD.** Worked in 3 Projects (**Metro Railway, BSNL, Indus Towers**) for planning, designing, installation, commissioning & Managing **vendor & sub vendor** for smooth project rollout.

JOB PROFILE:

- To set up GSM-R network for internal use of Metro Railway for communication & security. Job type is Techno Functional coordination which includes planning, designing, execution of BSS Equipments, invoice submission etc.
- Was looking after Indus Telecom Infra project, for 2G & 3G Installation, planning to make the site RFI by means of Survey, Feasibility, Loading Support & Vendor Management. Coordination between Customer, Engineers & Vendors (such as 3Guys, Sasken, Rawalcom, RV Solution, Jyotsna Infrastructure) for Proper completion of Job & daily report the same to superior. Looked after proper online portal update & validation on the basis of survey report. Job responsibility also includes negotiation with customer to pursue **PO & WCC** and timely **Invoice** submission for billing **within PO Validity**.
- Leading a group of 6 Engineers & Technicians & multiple Vendors (such as CMS, 3Guys) for Installation, Commissioning, Maintenance and Upgradation of DSLAM in BSNL Multiplay Urban & Rural **Broadband & IPTV project**.
- Lead the entire project in Kolkata, West Bengal & Andaman Nikobar Region.
- Commissioning of E1/PCM connectivity between BNG/Tier-I/Tier-II/OCLAN and DSLAM using Duct Fiber or EOS (Fast Ethernet Optical to Electrical STM converter) or E1 to Eth converter as per media availability.
- IP & VLAN allocation for DSLAM from IP pool as provided by BSNL (RPR ring wise) **& coordination with NOC team for configuration of same.**
- Responsibility of **Acceptance Testing** clearance & responsible for collection **AT certificate, Taken over Certificate, Make over Certificate.**
- To prepare & send Daily/Weekly/Monthly **Progress report** of overall Project along with BOM & Survey Report to **Project Manager (NSN) & CGM (BSNL).**

8. Technical Officer, Bharti Airtel Services Ltd (June 2006-September 2007)

Technical Officer at BHARTI TELE VENTURES LTD. (Airtel) for Basic Telephone Service & Broadband Internet connections.

JOB PROFILE:

- Leading a group of 6 Engineers to attend DSL regarding faults.
- **Responsible for maintaining SLA time& KPI Parameters as per Bharti Norms & Policy.**
- Responsible for Installation of **DSLAMs** & maintenance with Ericsson Team.
- Responsible for adding New Nodes and Node Upgradation.
- Configuration and troubleshooting of **Ericcson & CISCO 2950 Switches** and Aggregator.
- Co-ordinating with Transmission Team regarding **E1 commissioning.**
- Installing and maintaining **LAN connectivity** at customer premises.
- Knowledge of **NMS supervision at DSL NOC end.**

- Supervising **OFC Laying** for Intra City connectivity.
- Responsible for taking care of **Inventory Management**.
- **Used to provide Techno Sales Support to all type of Broadband customers (Corporate/SME/Home etc.) for new order with coordination with Airtel sales Team.**

9. Technical Associate, Pages consultancy (P) Ltd. (April 2005 –May 2006).

Field Technical Officer at BHARTI TELE VENTURES LTD. (Airtel) for Basic Telephone Service & Broadband Internet connection (Based on ADSL2+ tech.).

JOB PROFILE:

- Responsible for Last mile connectivity for DSL Connections.
- Responsible for Installing DSL connectivity at Customer premises.
- Responsible for Installation of DSLAMs & maintenance with Ericsson Team.
- Responsible for adding New Nodes and Node Upgradation.
- Configuration and troubleshooting of Ericsson Switches and Aggregator.
- Cable terminating and jumpering at MDF and Primary D.P & Vertical D.P
- Coordinating with LCOs for Building wiring, D.P. settings.
- Supervising **OFC Laying** for Intra City connectivity.

10. Field Engineer, Mafoi Management Consultants, Kolkata (September 2004 – April2005).

Resident Engineer at VSNL (VIDESH SANCHAR NIGAM LIMITED) for Broadband Internet Connectivity & handling the DSLAM's at various locations in Kolkata.

JOB PROFILE:

- Commissioning the DSL line from DSLAM to customer premises (last mile).
- Configuring and troubleshooting mainly the D-Link Routers.
- Installation of AZTECH, SMC and LINK MAX DSL modems.
- Installing, configuring and maintaining the DSLAM (Digital Subscriber Line Access Multiplexer).
- Maintaining and troubleshooting DSL lines from DSLAM location to customer premises.
- Managing cable operators and guiding them technically for different connectivity as well as cable laying & maintenance.
- Commissioning and Maintaining the E1-Link from NAP to DSLAM locations.
- Also used to give technical assistance to some of the corporate clients in setting up their LAN.

Certification:

- 1) Have completed COMPTIA certification course in Computer **Hardware & Networking** (A+/N+) from **Indian Institute of Hardware & Technology Kolkata**.
- 2) Have completed **Oracle Solaris 10 System Admin SA-1** Global (Oracle Testing ID: OC1102809) & Pursuing SA-II for final certification.
- 3) **CCNA Global** Certification (640-802) completed. Cisco ID: CSC012266132.
- 4) **ITIL V3** Foundation Certification done.
- 5) **National Certification** done on **MS-Word, Excel, Power Point** from National Council for Vocational Training. Certificate No. AX-RDKOL/2010-2011/MES/115394

Educational Qualification:

- **B.E. in Electronics** from Nagpur University in the year 2003 **with 64% marks** in aggregate.
- Passed **12th** from WBCHSE **with 68% Marks**
- Passed **10th** from WBBSE with **80% Marks**

Personal details:

Father's Name : Sri Nikunja Behari Nath
Permanent Address : H2/93 Sarsuna Satellite Township Behala Kolkata-700061
Contact no. : 9654205740 / 7011067267
Date of Birth : 1.12.1979

I undertake all responsibility of the above-mentioned information & declare it as best of my knowledge.

DATE:

PLACE:

(DEBRAJ NATH)