

Amit Roy

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(Experience: 16+ Yrs)

Job Objective

Assignments in Web Designing, Graphic Designing & Administration in a high growth dynamic organisation and be able to apply knowledge gained from past work experience & academics to leverage the organization's objectives and emerge as an integral component in the organization's growth

Summary of Skills and Experience (16+Yrs)

- Over 16+ years' experience in handling Web Designing, Graphic Designing and Programming
- Extensive experience in the areas of Procurement, Logistics & Inventory Management, Generating MIS reports and streamlining Office Administration
- Effective communicator with excellent analytical & presentation skills
- Keen analytical ability and expert at juggling multiple priorities, issues and goals

Member [November 2014 till Present]

CSIRD [A International Relations Organization]

Centre for Studies in International Relations and Development-CSIRD is a research organization based in Kolkata, Eastern India. The institute does independent and collaborative research, seminars and project based studies in the areas of international relations, public policy and human development in Asia.

Principal Accountabilities

IT Management

- Responsible for the creating & editing & updating the websites. •
Administrative in Projects.
- Generating Reports.
- Coordinating Events.

Other Duties

- Liaisoning with clients for new projects.

CEO & Founder [February 2012 till Present]

RHWEBWORLD [A Web & Graphics Designing Company- BPO]

Web designing company and business process outsourcing for web development.

Principal Accountabilities

IT Management

- Responsible for the creating & editing & updating the websites. •
Graphic Designing.
- Worked with MS-Office.
- Composing Advertisement Magazines

Other Duties

- Dealing with clients for new projects.

CEO & Founder [August 2013 till Present]

Infinity Technology Solution [Business Process Outsourcing]

ITS has been a reliable name in anything and everything that has something to do with the Internet industry. Firstly, we design compelling websites that each and every person in the Internet community would not resist to click. We also do software based on tried-and-tested subsystems that work with any business class.

ITS has been making a big difference in the website design and development business since 2003. We do hosting, branding, website design, software development, search engine marketing, and a lot more.

Principal Accountabilities

- Checking emails from the clients.
- Responding to the emails.
- Preparing correct internal notes.
- Providing proper resolution to customer's query.
- Handling customer grievances successfully.

Achievements

- Customer Satisfaction

CEO & Founder [July 2012 till Present]

RHTech [A Technical Support Firm]

Avail PC support from RHTech to evaluate your computer for errors or viruses. To ensure a smooth execution of all your daily tasks our Microsoft certified PC tech support experts offer computer help round the clock. Call our number and get instant diagnosis of your PC issues and the best possible resolution as well.

Principal Accountabilities

IT Management

- PC Support.
- Handling Team.

Other Duties

- Dealing with clients.

CEO & Founder [April 2007 till Present]

Fatal Look- RHEvent [A Photographic, Media, Publishing Company]

Fatal Look- RHEvent established at the prime fashion capital of India, Kolkata. In the media driven world, Fatal Look's Model Management has carved a niche as a renowned model coordinators and fashion model agency in fashion, advertising and modelling industry.

Principal Accountabilities

Management

- Photographer.
- Graphic Designing.
- Editing.
- Composing Advertisement Magazines

Other Duties

- Liaisoning with clients for query resolutions.

- Responsible for handling other back office jobs. □
- Supervision of junior level employees.

Co-Owner [April 2007 till Present]

Calcutta Musical Depot [A Musical Instrument Firm]

" Calcutta Musical Depot " are over 85 years in musical instrument business and one of the largest exporter of musical instrument in the world. CMD have some business strategies to serve you better. The research & development teams are trying to find the better way of musical instruments. CMD trying to set Indian Music into the world. CMD want to keep the Indian culture through the music -- " The Musical Instruments " .

Principal Accountabilities

Management

- Responsible for the updating the websites.
- Creating software on the C/C++ & VB language. ▪
- Graphic Designing.
- Database Administration.
- Networking Management.
- Worked with MS-Office.
- Export Division.
- Logistic Division.

Other Duties

- Supervision of junior level employees.
- Responsible for maintaining purchase record, sales record, inventory record. ▪
- Liaisoning with clients for query resolutions as well as sales.
- Responsible for handling other back office jobs.

Co-Owner [March 2003 till Present]

Deepali Engineering | Deepali Jutes | APIC Water Purifier [Sheet Metal, Jute, Water Purifier Company]

Deepali Group of Industries have three major companies like Deepali Engineering, Deepali Jutes and APIC Water Purifier. Deepali Group started in 1991 and expand the business in 2002. Kind of works done here Sheel Metal works, Die Making, Plastic Moulding, CNC Machine works, Jute Export, Jute product export, Water Purifier manufacturer and exporter.

Principal Accountabilities

Administration

- Checking various information about clients.
- Checking despatches of the finished products by corresponding with both the clients & the higher authorities.
- Preparing & minutely checking of each & every disbursement. ▪
- Generating the MIS reports of every month end.
- Handling customer grievances successfully.

Achievements

- Sales growth by 25%.
- Customer Satisfaction

CEO & Founder [March 2003 till Present]

RWebworld [An IT Firm]

Having found its base in 2003 and headquartered in Kolkata, RWEBWORLD (RW) offers a wide range of Internet solutions and recruitment related services in India, Asia-Pacific Region and major parts of Europe. With almost 50 dedicated professionals.

Principal Accountabilities

Management

- Responsible for the updating the websites.
- Creating software on the C/C++ & VB language. ▪

Graphic Designing.

- Database Administration.
- Networking Management.
- Worked with MS-Office.
- Export Division.

Achievements

- Sales growth by 25%.
- Customer Satisfaction

Educational Qualifications

- Masters in Computer Application from CMC-NSOU in 2000.
- M.Com with Accounts & Management as major subjects from Calcutta University in 2000. •
- Masters in Fine Arts from BFA in 2000.
- CA- Inter from ICAI in 2001.
- Post-Graduation Diploma in Software Technology from CMC-NSOU in 2001.
- Post-Graduation Advance Diploma in Software Technology from CMC-NSOU in 2002. •
- Diploma in Graphic Designing from AREANA in 2003.

IT Skills and Education

- Completed Certificate in C, C++,C# & Unix (CUCC) with A Grade.
- Completed Certificate in Information Technology (CIT) with A Grade.

Operating System

: Windows, DOS, UNIX, Mac.

Languages

: C, C++, C#, SQL, Visual Basic.

Scripting Languages

: VB Script

Web based skills

: HTML,PHP,DHTML, XML, CSS.

Database Technology (RDBMS)

: MS Access, Oracle 8i.

Graphic Skills

: Photoshop, Flash, 3D Blender, Dreamweaver, Fireworks, Page Maker, Corel Draw, Virtual Tour (Duckware PMVR).

Personal Information:

- **Date of Birth** :23rd November 1977.
- **Marital Status** :Married

Date:

Place: Kolkata

(AMIT ROY)