

JAYANTA SANYAL

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PROFILE

- A sincere, diligent, and focused noteworthy project management expertise and total commitment to achieve organizational objectives, presently serving the Swamina International Private Limited.
- Possess expertise and experience in General Administration, Facility Management, Procurement and Sourcing & Coordination skills along with the ability to support multiple and simultaneous projects in a matrix organizational structure.
- A self-starter, able to prioritize and manage multiple tasks, willing to work during the extended hours as necessary to meet deadlines and to ensure resolution of administrative problems in plant.
- Fully versed with the working knowledge of various Microsoft products (Word, Excel, PowerPoint) etc.
- Possess excellent communication and presentation skills, ability to work effectively with and leading of teams, and a proven safety record. Promotes team spirit and works collaboratively to achieve team goals.

Above said profile enable me to consider myself a dynamic, articulate, and seasoned professional with proven management experience spanning a career of over 32 years.

Professional Experience

Dec, 2022-Till date SWAMINA INTERNATIONAL PVT. LTD.

A 527 MINR been accomplishing in Lanco, Vijayawada (Dismantling of 2 Nos Gas Turbines & Generators along with accessories) and installation of the same at Reliance Industries, Jamnagar. I was appointed as head of HR & ADMIN where I had regular interactions with the project head of client as well as principal employer (Lanco). Further execution for installation job is getting done at RSL Jamnagar and regular interactions with Reliance and Head Office. Monitoring attendance day to day, generating pay roll every month, maintaining PF and ESI for all employees.

2016-2022 SL TECHNOLOGY PVT. LTD.

SL Technology is the India based sister concern of USA based Vizimation LLC. Vizimation is focused on developing and installing unique Vision based solutions for business and industrial problems. Vizimation has installed a number of systems for the Metal industry which benefits the client for checking dimensional tolerance and thermal imbalance, Inspection and Yield Improvement. I was engaged to look after entire HR & Administration oriented job at Rourkela Steel Plant. SL Technology was engaged as

Contractor for installing and maintenance of Vision based system at Rolling Steel Mill of RSP.

2015-2016 FINTEQ ENTERPRISE PVT. LTD.

Finteq Enterprise Pvt Ltd is a management consultancy company which helps to improve corporate performance by providing management consultancy, strategic business planning, project feasibility, financial advice, customized recruitment and training.

I have worked as a Training Manager & payroll processing manager in their unit.

2008 – 2014 NEWTOWN ELECTRIC SUPPLY CO. LTD.

New Town Electric Supply Co. Ltd. (NTES) is a joint venture between WBSEDCL and WBHIDCO which had been formed to look after the electric supply & associated works and infrastructure for the Rajarhat New Town area.

Webel Support Management was the first vendor of NTES to look after the entire operations of NTES Vis a Vis electricity distribution and revenue realization.

I worked as the overall supervisor and administrator on behalf of Webel Support Management in the supply office of Newtown Electric Supply Co. ltd. Also I managed the entire commercial & maintenance staff. It was my responsibility to maintain the Linux Server with SQL Database, Data Backup, and maintaining connectivity with WBSEDCL Data Center, Database Maintenance, and Network Maintenance of the entire Office, managing and supervising L&MV as well as 11KV and 33KV consumers.

I was also responsible for bill generation of 20,000 plus consumers in the segments of L&MV, 11KV and 33KV as well as follow up the revenue realization. It was part of my duty to generate specified reports related to Supply Office like Monthly Revenue Collection, Monthly Demand vs Collection Analysis Report, Meter Installation Report etc.

2000 – 2008 NETWATCH ONLINE (P) LIMITED and
NETWATCH DIGITAL SOLUTIONS (P) LIMITED
Head – Operations and Production

I looked after the day to day operations, including staff supervision, shift supervision, managing car drop and pick up, (150 employees strength), customer service, data mining and warehouse maintenance, Network Maintenance as well as System Administration.

I was heading a half a million dollar BPO (Business Process Outsourcing) Organization handling Third Party Administrators of leading US Medical Insurance Companies dealing in processes like claim settlement, reprising, adjudication and fix & repairs of HCFA, UB92, Dental and Rx forms in accordance with HIPPA Rules.

My job included managing program implementation from quote to production ensuring that deadlines, quality standards and client expectations are met. I coordinated teams from software, design, development, and quality and network management. I also collaboratively prepared RFQs and reviewed them meticulously to ensure accuracy, completeness and timely submission.

My duty was to communicate directly with the US Clients through online chats, meetings and teleconferences for better productivity and satisfactory results and also recruiting and hiring good people. I was also expected to maintain continuous liaison with Human Resource department to perpetrate better work culture.

1998 – 2000 EXCELLENT SYSTEMS (P) LTD, Kolkata
Sr. Marketing Executive

My job was to execute the direct channel partner sales model for branded and assembled computer systems. I had to target a broad market, meeting sophisticated needs for customers that include Fortune 500s and emerging dot coms. I interfaced directly with top level executives, negotiated high value contracts, managed accounts and orchestrated post-sales professional services and resources.

I was instrumental in transforming an underperforming sales team by instituting incentives which immediately elevated their performance and simultaneously motivated their morale, resulting in resolution of long-standing problems.

1992 – 1998 BUSINESS REPORTER TODAY, Kolkata

I was responsible for providing one stop solution to stockbrokers, bull, bucks and people for buying and selling shares by inscription of share market trends in the leading share market journal and weekly magazine.

I followed the trends closely and printed accurate and descriptive vision for investment. I also worked closely with the editor of the magazine for precise report writing and investment decisions with speculations.

Education and Credentials

- A Graduate in Science from Calcutta University with Economics, Statistics, Mathematics at the year 1992
- Computer Course from WEBEL, 1990

Computer Skills

Operating Systems : Windows 95/98/2000/XP/ 7/10.
Office Tools : MS Word, Excel, PowerPoint, and Internet.
Others : Knowledge of hardware, software, and networking.

Personal Details

Date of Birth : 9th Nov, 1971
Nationality : Indian
Gender : Male
Hobbies : Traveling and music.

References:

Mr. Prasun Talukdar: Channel Sales Manager
HP, New Delhi
+91-99711 32994

Dr. Subhomoy Maitra: Sr. Professor
Indian Statistical Institute, Kolkata
+91-98303 77324

PERSONAL ATTRIBUTES/STRENGTH

- Having self-confidence while everything seems to go the other way around.
- Ability to remain calm during stressful situations.
- Both a micro planner and a risk taker depending upon the situation.
- No overflowing emotions for success and failure considering everything as an experience of life.
- Great leadership qualities.
- Ability to produce results efficiently from the most unyielding environment.
- Modern yet ethical.
- Last but not the least very strong and levelheaded

SKILL SET (FUNCTIONAL) FOR FUTURE EMPLOYER.

- Managerial skill for handling green & Brown field projects.
- Ability to work effectively as a team leader
- Convincing personality.
- Good communication skills and able to work as team head.

Date : 17/03/2026
Place : Kolkata

(Jayanta Sanyal)