

SIDDHARTHA GUHA

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A resourceful and results driven leader with over 30 years of experience in administration, Human Resource Management, logistics and marketing. Proven ability to enhance operational efficiency and drive revenue growth, demonstrated by successfully turning around lagging ventures and projects under UNDP, Unicef, DDU -GKY and PMKVY, NAPS, RSETIs, NSDC and shaping international collaborations. Looking for an opportunity to leverage my expertise to contribute to a growing organization.

HIGHLIGHTS OF PERFORMANCE

- Headed a team that helped set procedures to improve and launch new executive development programs which resulted in 20% increase in revenue generation and build brand value for the University based on Market Research and feedback from industry and stakeholders which included collaboration with international organisation's.
- Helped the HR team to increase recruitments by 20% annually and reduce attrition from 25% to about 5% specially related to recruitment of top faculty for the University Executive Programs and other basic courses that significantly impacted and improved quality of the programs vis-à-vis teaching and student enrolment in the University. Spearheaded HR/Sales/Vendor Performance Initiative Teams for improvement of service by creating and implementing a grading system.
- Headed a team responsible for helping collaborating with international organisation's, coordinating and arranging exports/supplies of Bulk/Instant Tea from an Export Oriented Instant Tea Plant for my employer (Goodricke Group) at Jalpaiguri; Aibheel T.G and also for other group gardens. The work involved considerable negotiations, vendor building, and coordination with clients from all over the world. My main areas of responsibility were vendor building, negotiating good prices, accounting, ensuring timely and quality product supplies along with the coordination of the Engineering and Operations Departments.
- Helped establish, implement and maintain ISO-9002/14000 and BIS Certification for the Marketing/Administration/Purchase/Stores department in relation to the internal/external processes of purchase/production/marketing in the Goodricke Group and developed programs.
- Established improved screening and hiring process for HR/vendors/suppliers to improve productivity and quality of service for the Goodricke Group,

PROFESSIONAL EXPERIENCE

October 2024 – present: Sikkim Global Technical University: Director, Research and Development:

Helped the Research and Development department of the University in terms of helping the University establish the department as per compliance of UGC, BCI, PCI, AICTE and NAAC accreditation and gradation. I am also helping the University in leveraging and optimising its processes in administration, human resources and compliances of UGC, BCI, PCI, AICTE and NAAC accreditation and gradation for the University and also looking after Liaison with these organisations for securing grants, funds and accreditation from them apart from monitoring the respective portals for ranking and accreditation. Helped in projects under DDU-GKY and PMKVY, NAPS, RSETIs, NSDC across India and shaping international collaborations.

June 2024 - September 2024: Medhavi Skills University, Sikkim: Deputy Registrar:

Helped the University establish processes and procedures in administration, human resources and compliance of UGC, BCI, PCI, AICTE and NAAC accreditation and gradation. Thereby the University was able to secure BCI, PCI and Nursing Council etc affiliations. Helped in projects under DDU-GKY and PMKVY, NAPS, RSETIs, NSDC across India and shaping international collaborations.

January 2024 – March 2024: Brainware University: Director, HR and Administration:

Helped the University administration and human resources department establish procedures which increased recruitments by 30% on a monthly basis. I was also part of a team looking at international collaborations, research and student exchange programs for the University. As a Director, I helped and supervised the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to HR personnel and other officers and employees.

April 2023- December ,2023: Mahatma Gandhi University: Deputy Registrar:

Helped the University establish processes and procedures in administration, human resources and compliance of UGC, BCI, PCI, AICTE and NAAC accreditation and gradation. Thereby the University was able to secure BCI, PCI and Nursing Council etc affiliations. Helped and conducted projects under DDU -GKY and PMKVY, NAPS, RSETIs, NSDC across India and shaping international collaborations.

July 2019 – March ,2023:

Goodricke Technical & Management Services Ltd: A subsidiary of Lawrie Group, U.K. with Tea Estates in India, Bangladesh, Kenya along with other interests all over the world.

Designation: Vice President (HR and Administration)

I helped the company optimise, leverage and increase recruitments by 30% annually during my tenure in the Human resources and administrative departments of the group and standardised processes in operations and supply chain management.

April 2003 - June ,2019: The West Bengal National University of Juridical Sciences: Assistant Registrar(Administration and Finance)

I helped the University become one of Indias best and prominent Law University. I was responsible for administration , human resources and other day to day administrative

functions of the University including looking after its annual budget and grants and funds. Handled compliances, grant management and accounting related to the Ford Foundation, UNDP, Unicef and government education related welfare schemes.

October, 1992 - June, 2001:

Goodricke Technical & Management Services Ltd: A subsidiary of Lawrie Group, U.K. with Tea Estates in India, Bangladesh, Kenya along with other interests all over the world.

Designation:

Manager (Marketing, Administration and Purchase) – January 1994- June, 2001

Executive (Marketing) – October, 1992- December, 1993

I helped the company increase and generate profitability by 20% annually on a year-on-year basis during my tenure in domestic/international marketing and operations departments. Helped and supervised securing accreditation and affiliation of ISO/BIS, SGS etc certification for the company.

AREAS OF EXPERTISE

- ❖ Following is some of my areas of expertise related to my responsibilities/assignment:
- Implementing Govt projects, international projects, welfare schemes from inception to completion.
- Hiring & Retention, Pay Fixation, Increments, Disciplinary proceedings and implementation.
- Employee relation
- Personnel records maintenance
- Involved in full recruiting life cycle & end to end recruitment
- Interview candidates to assess their suitability for employment
- Marketing for Admissions and Programs
- Developing staff training material and curriculum materials for executive programs and other academic/professional programs.
- Knowledge on Advance Excel and Microsoft Office skills
- Proficient in Advance Excel and knowledge on SPSS and AMOS.
- Highly effective at incorporating creative leadership skills to achieve business objectives.
- Highly effective at preparing check lists for compliance management and incorporating procedures and processes for compliance and accreditation as per existing government/authorities' regulations, laws and rules.

EDUCATION

- University of Calcutta: Post Graduate Diploma in Portfolio and Investment Management
- University of Calcutta; MA in English Literature.
- University of Calcutta; BA(Honours) in English Literature
- Assembly of God Church School, Calcutta; I.S.C.

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CERTIFICATION

- Generative AI Certification from Outskill, India.
- SAP FICO Certification with ICWAI , Kolkata.
- Six Sigma Green Belt Certification from Indian Statistical Institute, New Delhi.

PERSONAL DETAILS

Date of Birth : 8th January,1971.
Fathers Name : Late S.K.Guha.
Marital Status : Single.

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