

Ranjan Choudhury

Administration & Project Coordination | Compliances | New Business Set-up | Commercial Negotiation



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SUMMARY

Results-driven & innovative administrative professional with **28+** years of experience optimizing organizational efficiency, reduced operational costs, policy framing & implementation, contract management, preparing estimation, tendering, negotiation along with providing comprehensive support in communication, public relations, company law compliances, expert in strategic planning, change management, established new offices and managed incorporation of company in India as well abroad. Have worked with industry associations like CREDAI, MCHI, CORSMA etc.

EXPERIENCE

Manager Administration, HR & Compliances

Essar Group (February 2014 – Present)

Key Result Areas:

- ✓ Preparing manpower budget, Org chart, Crew policy for the project.
- ✓ Collating, identifying skill gape, review requisition, sourcing candidates' globally, complete recruitment cycle.
- ✓ Reliever MIS, manpower & Immigration compliances, end to end logistics, transit briefing and set-up complete process.
- ✓ Crew Certification MIS, recording keeping, training and renewal of certification as per flag and industry requirements.
- ✓ Site administration like negotiation and agreement with Hotels, Travel agencies, Shipping agent, Visa Agent, leasing of office and residential premises etc.
- ✓ Coordination with Consulate and Embassies, Immigration Office, Port and other local Authorities etc.
- ✓ Framing various Admin policies, circulation and implementation in consultation with all stakeholders.
- ✓ Managing employee claims, Audit of expense claims as per policy, keeping track of payments, alerts, approvals etc.
- ✓ Framing and implementing Admin and HR policies & process etc.
- ✓ Working on tendering, preparing estimation, cost finalization, commercial terms drafting, Review & negotiation of tender conditions, commercial documents and so on.
- ✓ Providing executive support like coordinating and arranging meetings, preparing MIS, Presentation, review of past meeting and minutes etc.
- ✓ I was part of RIC (Real Estate Investment Committee) for Business Development and business strategy.

HIGHLIGHTS

- ✚ Saving substantial cost with diligent crew management, statutory compliance and supportive public relation.
- ✚ Managed 70 field staffs scattered across the country and Admin Budget of Rs.06.0 crore.
- ✚ Framed and implemented Domestic & Local Travel Policy, Relocation Policy.
- ✚ Pivotal in preparing estimates for the projects/ contracts and helped in finalization of 15 tenders worth approx. INR 120 crores

ACHIEVEMENTS

- International work experience like in Indonesia and Mexico, besides India.
- Worked with companies like Berger Paints, HFCL, Ajmera Group, Essar etc.
- Having 10 years valid US Visa
- Have multi sector experience like Real Estate, Oil & Gas, Telecom & Pharma

SKILLS

- ❖ Corporate Administration
- ❖ New Business Setting-up
- ❖ Commercial Operations
- ❖ Policy Framing & Implementation
- ❖ Contract Management
- ❖ Statutory Compliances
- ❖ Variance Analysis, MIS & Reports
- ❖ Budget Management

ACADEMIC QUALIFICATIONS

- Executive MBA (Major in Finance & Minor in Marketing) from NMIMS, Mumbai in 2020.
- Advance Diploma in Computer Science (PGDCA) from I.S.C.T., New Delhi in 1998
- Corporate Law & Management from Indian Law Institute, New Delhi in 1996
- B.Com. (Financial Accounting) from G M College Autonomous, Orissa in 1992

<ul style="list-style-type: none"> Retrieved INR 50.0 lacs of overdue amount within 3 months, which was pending for 5 years Renegotiated the terms and prices with existing vendors thereby optimizing the cost. Implemented process automation in Administration and enhanced employee satisfaction, shorten response time, more flexibility and cutting down the operation cost. 	<h3>HIGHLIGHTS</h3> <ul style="list-style-type: none"> Diploma in Computerized Accounting Application. ISO 9000 Training and implementation, Advance Java Training. Entrepreneur & Leadership skills, Senior Diploma in Performing Arts.
<p>Executive Assistant to CMD</p> <p>Jaycee Homes Ltd (June 2012 – February 2014)</p> <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> Rendered support to the Chairman in public relation with HNI Clients, Vendors, Suppliers etc. Meetings with Industry Associations like MCHI and Govt. Authorities also supporting in presentation, documentations etc. Assisted the Executive Director & CEO in daily operations, MIS, post-sales control, CRM and presentations. Review of Customer Agreements, Receivable MIS, follow-up and correspondence. Event Management for clients, in-house stakeholders 	<h3>INTERESTS & HOBBIES</h3> <ul style="list-style-type: none"> Community Volunteering Actively involved in local community initiatives, volunteering to support underprivileged areas. Social Outreach programs Participate in various camps to help the poor, underprivileged or old citizens to enroll them on various Govt schemes or align with NGOs. Culture & Literature events Organise cultural events to save our language, customs, traditions, folk art and music etc.
<p>Executive Assistant to CMD</p> <p>Ajmera Group (May 2007 – April 2012)</p> <p><i>MD was also the President of CREDAI and Chairman of CORSMA the two national level industry associations</i></p> <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> Managed PR activities of the Company as well as of the Chairman who was the industry leader. Preparing presentations to be presented before the various Ministries on behalf of the Associations where CMD was the President. Provided productive assistance in managing meetings, calendars, communications, managing confidential matters, information search, follow-up and so on. Recorded, prepared and communicated minutes of meetings to appropriate individuals with proper assurance of confidentiality policies Screening incoming correspondence/reports, important telephone calls & visitors and respond / forward with diplomacy and discretion. Introduced a thought process in the company to diversify into new business areas and made considerable progress in finalizing the prominent opportunities like renewable energy etc. Support in Business Development, review new project proposals. 	<h3>PERSONAL DETAILS</h3> <p><u>Language known:</u></p> <ul style="list-style-type: none"> English Hindi Odia Bengali <p><u>Address:</u></p> <p>B 707, Bhoomi Gokul CHS Ltd. Behind Dindoshi Bus Depot. Malad (East), Mumbai (MH). India - 400097</p>
<p>Executive Assistant to CMD</p> <p>Genom Biotech Pvt. Ltd (September 2006 – April 2007)</p> <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> Promoted as CMO Chief (Chairman's Office) at Nasik Plant within a month of joining. Took additional initiative to complete the new plant, which was pending for three to four years, Coordinated with Vendors, follow-up with various Govt. authorities like FDA, local administration, vendors & suppliers. 	

- ✓ Developed policies for administration, purchase, personnel, daily management and completion of pending statutory non-compliances.
- ✓ Managed public relation with various statutory offices, agencies, local bodies and workers' association.
- ✓ Arranged training for the Management Trainees, Welcome Kits, Work assignments, review progress with HoDs.
- ✓ Taking care of the Factory Administration, logistics support etc.
- ✓ Management reporting, MIS, reports and presentations for the Management meetings

Executive Assistant to CMD

Indoco Remedies Ltd (March 2005 – September 2006)

MD was also the President of IDMA

Key Result Areas:

- ✓ Worked on investor's relation & public relation (IR&PR), media management and corporate communications.
- ✓ Conducted follow-up with the stock analysts thereby increasing company's share price by around 37%.
- ✓ Wrote articles for leading newspapers on behalf of CMD.
- ✓ I was part of the SAP implementation committee in the organization.
- ✓ Collate reports and MIS from various HoDs, analyze and summarize them and share with CMD for management decisions.
- ✓ Convey / circulate action points with confidentiality and do the necessary follow-up wherever required.

Manager Corporate Affairs

Distinctive Devices (I) Pvt. Ltd (October 1999 – February 2005)

Key Result Areas:

- ✓ I was instrumental in incorporation of DDIPL and only in three working days. Made the company subsidiary of US entity.
- ✓ Developed the total office infrastructure from scratch to a full fledged establishment which includes investment of DDI (US), Rent / Leasing of Office premises, interiors, purchasing of equipment, employment and partnership with HECL.
- ✓ Conducted due diligence during takeover of Delhi subsidiary Realtime Systems and its re-structuring.
- ✓ I was responsible for various statutory compliances including financials, banking, taxation, corporate laws, local authorities, auditors, Banks & financial institutions etc.
- ✓ Framing and implementation of various Admin and HR policies.
- ✓ Organizing management meetings, preparing minutes / summary, reporting to Head Office in US, coordination with Head Office for various approvals etc.

Secretarial Assistant (Corporate Affairs)

Berger Paints India Ltd (September 1997 – August 1999)

Key Result Areas:

- ✓ Worked with Company Law Dept. managing distribution of Dividend, reconciliation of payment with Banks, correspondence with Shareholders, attend to their grievances and ensure the compliances.

<ul style="list-style-type: none"> ✓ Participated in implementation of ISO quality mark, documentations, internal audit etc. ✓ Physical transfer of shares, printing of transfer registers and other MIS reports, operating the software and dispatch of transferred shared to respective shareholders. ✓ Was part of the team to manage the merger of the two listed companies of the Group Rajdoot Paints with Berger Paints. ✓ Managing AGM of shareholders, creditors etc. <p>Secretarial Assistant (Corporate Affairs)</p> <p>Himachal Futuristic Communications Ltd (Mar 1995–Aug 1997)</p> <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> ✓ Managing distribution of Dividend, reconciliation of payment with Banks, correspondence with Shareholders, attend to their grievances and ensure the compliances. ✓ Worked on merger of the two listed companies of the HFCL with Himachal Telematics Ltd. ✓ Printing of various reports, MIS, dividend warrants, dispatch, ensure compliances. ✓ Coordination with lawyers, consultants, Banks, Audit and reconciliation. ✓ Managing Annual General Meeting of the Company. <p>Junior Executive Shares (Corporate Affairs)</p> <p>ABC Computers Pvt Ltd (September 1993 – March 1995)</p> <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> ✓ Managed company law matters of three listed companies. ✓ Transfer of physical shares and dispatch to the shareholders. ✓ Attend investors' grievances and correspondence with shareholders. ✓ Printing of various reports, MIS as per client's requirements. <p>Executive Marketing (Trainee)</p> <p>INFODATE (May 1992 – April 1993)</p> <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> ✓ Business Development and client servicing. ✓ Appointment of distributors for magazine. 	
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