



## major experiences

**December 16, 2019 – Till Now**  
**Manager - Administration**

**April 01, 2012 – December 13, 2019**  
**Associate Admin Manager**

**April 01, 2011 - March 31, 2012**  
**- Public Relationship Officer**  
 (payroll maintained by )

## major milestones

Made our products available online via

Finalized and obtained the language copyright of **Chhota Bheem** comic series of

**Standardized recruitment procedure** involving online portals, campus recruitments, Social Media sharing & implemented background verification for the new joiners.

**Introduced various memos** for intra-company employee communication & for HR control.

Initiated, negotiated and finalized the Indian copyright from Editions Casterman

Obtained copyright to publish books and content under licensing arrangement from the global and national publishing giants like Dorling Kindersley, Miles Kelly, Caramel S A, Ballon Media N V, Popular Prakashan, ACK Media, Casterman, Disney, Turner (Cartoon Network), Greengold (Chhota Bheem).

Introduced ISBN Bar Codes & QR Codes.

Headed ICSE/ ISC marketing on its launching year and opened **Kerala as a new operational territory.**

## present emolument details

INR 7 Lacs per Annum

## education

**2004**  
Graduation with in English Literature – from 48.75%

**2001**  
Higher Secondary Examination  
Secondary Education, obtained 60.1%

**1999**  
Secondary Examination  
obtained 86%

## accolades

Recipient of "Merit Certificate" under "National Scholarships Scheme"  
Board of Secondary Education for ranking 69th in the Merit List of Madhyamik Pariksha (Secondary Examination), 1999.

## other details

Date of Birth: Jan 17, 1986  
Father: Late Bidyut Kumar Mitra (B Tech, MIE)  
Nationality: Indian  
Marital Status: Married  
Passport No.

Signature: \_\_\_\_\_

## profile

From 1999, I worked as a home tutor and had my own tutorial which continued for 11 years and worked also in some training institutes as English & Soft Skills Trainer. From April 01, 2011 I worked as administrative personnel in publishing houses entirely looking after the public relationship, human resource (recruitment), administration, acquiring national and international copyrights for joint ventures and have been involved into online and offline marketing. Now I am working at  
– Administration.

## career objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my professional experience to the fullest.

## expertise

- PR
- Communication
- Recruitment
- Rights & Franchise
- Grievance Redressal (HR)
- Media Strategy
- Offline & Online Marketing
- Events

## interests

- Cooking
- Travelling
- Photography
- Music
- Reading

## reach me

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