



SOHAM GHATAK

My Contact

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📍 Sodepur, Kolkata

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Hard Skill

- Adobe Suite
- Excel and Advanced Excel
- Information technology
- SAP

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- St. Xavier's Institution
ICSE
Completed in 2013 - 64%
- St. Xavier's Institution
ISC(Commerce)

Completed in 2015 - 59.69%
- Barrackpore Rastraguru Surendranath
Bachelor of Marketing, Major in Marketing(B.COM MARKETING HONORS)

Completed in 2018 - 51.75%

About Me

Dynamic and results-oriented recent graduate with a degree in Management. Proven track record of leadership and teamwork, showcased through involvement in extracurricular activities and internships. Skilled in market research, data analysis, and strategic planning. Excellent communication and interpersonal skills with a passion for driving organizational success.

Professional Experience

Easy2Learning(Communicative English Faculty)
2023-2024

Key responsibilities:

- Designing and updating course materials, syllabi, and lesson plans to ensure alignment with communicative language teaching principles and student needs.
- Conducting engaging and interactive classroom sessions focused on developing students' speaking, listening, reading, and writing skills through communicative activities, discussions, and real-life simulations.
- Offering one-on-one guidance and support to students who require additional assistance in specific language areas or who are struggling to keep pace with the curriculum.

JioMart(Quality Control Executive)
2020-2021

Key responsibilities:

- Conducted tests and inspections in conformity with QMS requirements.
- Held non-conforming products and reported to QC supervisor.
- Performed regular quality assessments on all incoming materials from vendors and outgoing products for shipping.
- Trained the production team about quality control concerns to improve product excellence.

- Barrackpore Rastraguru Surendranath
*Master of Marketing, Major in
Marketing(M.COM MARKETING HONORS)*
Completed in 2023 – 7.81 CGPA

Hamleys(Reliance Brands Limited)

2019–2020

- Made the customers' shopping experiences fulfilling and enjoyable.
- Maintained a clean and well-stocked store.
- Maintained positive sales numbers, communicating employee expectations, and compiling sales data in order to direct future missives.
- Ensured that the in-store displays, advertising, and overall culture of the company are consistent with the company and the store guidelines.

Achievements

- Played State and District Muay Thai tournaments
- Received an academic excellence award in 2023
- Participated in State and District Marathons
- Won a gold medal in a computer olympiad
- Certifications in Rock Climbing
- Martial artist for the past 7+ years