SHRINJOY DUTTA

shrinjoydutta.com

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PROFESSIONAL SUMMARY

A solutions-driven individual with experience in solving complex problems, working with cross-functional teams, and building project plans. I recently completed the Google Project Management Career Certificate- a rigorous, hands-on program that covers traditional and Agile Project management approaches throughout the project's life cycle.

EDUCATION

SECONDARY EDUCATION
Kalyani University Experimental High School, Kalyani
Grade: A

HIGHER SECONDARY EXAMINATION
Kalyani University Experimental High School, Kalyani
Grade: A

B.SC. COMPUTER SCIENCE
Kalyani Mahavidyalaya, Kalyani
First Class

WORK EXPERIENCE

Visual Designer & Motion Graphic Artist
2020-present Independent Artist as a freelancer
Working as a freelance designer and managing designs of logos, banners, brochures, videos and social media marketing.

PROJECTS

Sauce and Spoon Tabletop Tablet Rollout
Sauce & Spoon is a small restaurant chain that wants to meet its annual growth and expansion goals by rolling out tabletop menu tablets to assist customers with quick, easy ordering options at two of the restaurant locations.
Portfolio link: shrinjoydutta.com

Library Registry
Designing and implementing a university library management project to enhance book circulation, cataloguing, and resource management, fostering academic excellence and seamless access to information for students and faculty.

LEADERSHIP / TEAM EXPERIENCE

- Project Manager for Sauce and Spoon Tabletop Tablet Rollout Project.
- Project Lead for University Library Management Project.
- Project/ Event Manager for annual meetups and events.
- Accounts manager for local annual events.

SKILLS

- Agile project management,
- Budgeting and procurement,
- Effective communication,
- Process improvement,
- Project management
- Project scoping and planning,
- Risk management
- Stakeholder management
- Proficient work management software and tools

TOOLS

- **Asana**
- **Jira**
- **MS Office**
- **MS PowerPoint**
- **MS Excel**
- **Photoshop**
- **Premier Pro**
- **After Effects**
- **Illustrator**

CERTIFICATIONS

Google Project Management: Professional Certificate
www.credly.com/badges/de3cfba8-46ac-46b1-baea-57bb99df7810/public_url

The Google Project Management Professional Certificate is an online program offered by Google in collaboration with Coursera. This certificate is designed to equip individuals with the essential skills and knowledge to excel in project management roles.

EXTRA-CURRICULAR
- Member of the organizing/ managing Committee for the nexus (2018-2019).
- Member of the organizing/ managing committee for local events.
- Hosted several sports tournaments.
- Play football as a passion.
- Hardcore and passionate video game player.
- Organized and managed several event projects over the years.
- Represented H1Reflexz (team) at different college fests and tournaments.
- Two times certified champions of the Headshot gaming tournament (IISER Inquivesta). (2018-2019)
- Hobbies include travelling, listening to music, reading, swimming, football and gaming.

COMMUNITY SERVICE
- Worked as a volunteer in school and university fests and tournaments.
- Organized Blood Donation Camps in collaboration with Govt. of West Bengal hospitals.
- Organized Vaccination Camps in collaboration with Govt. of West Bengal.
- Participated in various 'Cleanliness & Tree Plantation' drives by Govt. of India.
- Organized donation camps for underprivileged children in collaboration with NGOs.