

## Contact

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swaroopkchattopadhyay](http://www.linkedin.com/in/swaroopkchattopadhyay) (LinkedIn)

## Top Skills

Linguistics  
Janitorial Services  
Foreign Languages

## Languages

English (Native or Bilingual)  
Bengali (Native or Bilingual)  
Hindi (Full Professional)

## Certifications

ICH-GCP Certification  
SEO - Search Engine Optimization  
SMM - Social Media Marketing  
Post Graduate Diploma in  
Advertisement Management  
Certified Internal Auditor of QMS  
(ISO 9001:2008):

## Honors-Awards

ICH-GCP Certified:  
Certified Internal Auditor of QMS  
(ISO 9001:2008):  
Post Graduate Diploma in  
Advertising Management (PGDAM):  
Certified Medical Transcriptionist  
Second Round Qualifier for Mars-  
One Mission, one among the  
selected 663 from worldwide.

## Publications

# Swaroop K Chattopadhyay

[MSC, MBA, ICH-GCP, PGDAM] Business Manager | Seasoned  
Multifaceted IT & ITES Professional | EN<>BN Certified Linguist |  
Coimbatore, Tamil Nadu, India

## Summary

I am very passionate, creative and results-driven seasoned business professional with proven leadership in managing diverse teams and cross-functional communication providing motivation and strategic planning for organizational development. Starting from planning stage (project scope and feasibility, risk assessment, budgeting) to developmental stage (resource allocation, periodical review, quality checks, deliverables) took active participation in all stages, especially the changes that have occurred over the past 10-15 years and how companies can embrace those changes to get to the next level.

It's my job to understand the growth objectives and issues that a company is facing and identify ways to solve those problems. I enjoy teaching sales & marketing executives about SEO, Social Media, Content, Marketing Automation, Email Marketing, Marketing Analytics and how they can leverage them to create a scalable and measurable process that improves their ROI.

I'm a believer that data should drive decisions, but with fresh creativity to support it, all with the goal of aggressively growing the business or ideas.

I am having a demonstrated history of working in the IT & ITES industry. Skilled in Business Development, Business Enhancement, Training & Development, Resource Planning & Management, Translation, Voice & Data Convergence, International Business, and Customer Relationship Management (CRM) featuring to the latest trend in ERP Solutions. Strong program and project management professional with a Master of Science (M.Sc.) focused in Environmental Science from Vidyasagar University and MBA in General Management.

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## Experience

PPTS [India] Pvt Ltd  
Business Manager  
May 2014 - Present (6 years)  
Coimbatore Area, India

Assess and identify new opportunities for growth in current and prospective markets.

Establish the company's goals and objectives.

Recruit and train new employees.

Perform regular employee evaluations to determine areas of improvement.

Design business strategies and plans to meet the company goals.

Make sure that the company has sufficient resources such as personnel, material, and equipment.

Develop a comprehensive company budget and perform periodic budget analyses.

Ensure all company activities adhere to legal guidelines and policies.

Assess overall company performance.

### Self Employed

Certified Linguist EN<>BN (Translation & Interpretation)  
August 2007 - Present (12 years 9 months)  
Coimbatore, Tamil Nadu

Experienced Professional providing Translations/Proofreading/QC/Reviewing on various domains.

Specialized in Technical Translation (hardware, manuals, electronic devices, technical equipment etc.

IT (software, video games, hardware, manuals, programming, program code etc.)

Legal and law translation (general, contracts, international law, regulations, draft laws, proposals, any type/kind of documents)

Financial and banking translation (any type/kind of documents)

Marketing and business translation (any type/kind of documents)

Medical translation (any type/kind of documents)

Phones/mobiles

Health and sports

Tourism (booking websites for hotels and air companies, city guides, hotel description etc.)

Tools Used:

SDL Trados Studio 2019

MS Office 2016

Other CAT tools: Wordfast Classic, MemoQ, ACROSS v7.

Output: about 5000 words per day, and I'm capable of handling large projects with short deadlines

### West Bengal School Service Commission

Govt. Higher Secondary School Teacher

August 2009 - April 2014 (4 years 9 months)

Dubrajpur, West Bengal

Teacher of Economics and Environmental Science

Participant of Teacher's Training Program

Question Setter and Council Examiner

Eco-Club In-Charge

### Point Perfect Transcription & Technology Services

HOD cum Training Manager

May 2004 - August 2009 (5 years 4 months)

Coimbatore, Tamil Nadu

Principal and Lead Editor for Clinical Trials Research Intelligence (CTRI)

Department and build a Team of 72 executives.

Trained and developed various training modules.

Developed Course Curriculum of Post Graduate Diploma in Clinical Research and Data Management (PGDCR&DM).

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## Education

### Vidyasagar University

Master of Science - MS, Environmental Science · (2009 - 2012)

### Annamalai University

Master of Business Administration - MBA, Business Administration and Management, General · (2008 - 2010)

### Burdwan University, Burdwan

Bachelor of Science - BS, Economics · (1997 - 2000)