

IPSHITA GUHA

Email. ipbasu@rediffmail.com

Objective

Seeking to work with cross-functional groups in optimizing, streamlining business processes and systems, designing and developing information schemes for rapid and accurate dissemination of processed data across an enterprise using ERP and other database technologies

Experience – 7+ Years

Meyer Organics Pvt. Ltd. <http://www.meyer.co.in>

07.06.2004-30.04.2008

Designation: Business Systems Analyst

Industry: Pharmaceuticals

- Implemented ERP in the organization
- Providing first level support to the Head Office, Factories in Thane and Bangalore.
- Managing 45+ users in both locations
- Implementing regular BPR activities
- Prepare corporate MIS Report
- Manage exports back office
- Maintenance of corporate website
- Maintenance and development of plug-in new software systems

Steag encotec (I) Pvt. Ltd.

07.01.2002-20.03.2004

Designation: Software Engineer

Industry: Power Generation

Single-handedly managed the ENTIRE IT function including two major applications ERP applications – ESS – Ebizframe (www.essindia.com) and SI (www.steag-ketek.de).

K.G. Group

02.04.2001-31.12.2001

Designation: Administrator (IS) DMR for ISO

Industry: Diamond Manufacturing

- Preparation of Production data analysis and trend in a consolidated weekly report highlighting major production actions and projecting profits
- Design and coordination of the monthly activity reporting system for department heads
- Conducting departmental meeting to analyze performance and possible areas of improvement
- Managed and upgraded ISO 9001: 2000 certification in the capacity of Deputy Management Representative.

Haldia Petrochemicals Ltd.

16.10.2000-30.03.2001

Designation: Systems Trainee

Industry: Petrochemicals

Training of SAP R/3 Version 4.0b Understanding the business processes of petrochemical industry

Training in KRIBHCO

01.05.1998-31.07.1998

- Research and Analysis of existing Transportation, Payroll and HR business processes.
- Process related data collection of the three above modules from existing reports, manuals, documents and user interaction.
- Preparing the Customer Requirement Specification (C.R.S.), trained to prepare DFD and ERD

Software/ IT Knowledge

OS: Windows 2003 Server, 2000 Pro, XP Pro, Linux Fedora Core 6.0 (basics)

RDBMS: MS Access 2000. Working knowledge of SQL Server 2000

Networking: Design, implementation and maintenance of LAN

Packages: MS Office 2003, MS Project 98, MS FrontPage 98/2000, Macromedia Dreamweaver

Education

- **MBA (Information Systems)** from D.B.I.M., South Gujarat University - **74.25%** (Gold Medallist).
- Mathematics (Hons.), South Gujarat University - 67.8% (Statistics and Operations Research.)
- H.S.C. with 78.8% and S.S.C. with 84.6% (1st in the batch) from Kendriya Vidyalaya No.2 Surat.

Personal Information

Languages known: English, Hindi (speak, read, write), Gujarati and Bengali (read and speak), Marathi (understand)

Strength and Weaknesses: Diligent, seek challenges, skilled in working with diverse teams, adaptive to changing business environments and excellent communication capabilities and strong power of influencing decision- making process. Weakness towards perfection and quality

Present Location of Residence: Thane, Maharashtra

References: Will be provided if required.