

# SONALI BHATTACHARJEE

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## PROFESSIONAL EXPERIENCE

**Atal Community Innovation Centre, a section 8 company of IIT (ISM), Dhanbad**

**June 2021 to Present**

### *Young Professional*

- Initiate procurement process.
- Maintaining files and records of startups.
- Maintain stock register.
- Assist in organization of workshops/seminars.
- Preparation of monthly report for submission at AIM, Niti Aayog.
- Initiation of Patent filing process of incubated startups and record keeping.
- Administrative tasks to support daily operations of the office as instructed by the CEO or Manager(s).
- Any official work related to innovation/incubation assigned by Dean (IIE)/ Director, ACIC IIT(ISM) Foundation.

**IPR cell under the aegis of CIIE, IIT(ISM) Dhanbad**

**September 2017 to May 2021**

### *Office Assistant*

- Initiation of Patent filing process and record keeping.
- Processing of Patent bills for payment including stock entry.
- Forwarding of patent documents/query as received from Patent Office to faculty inventor(s) as and when require.
- Weekly submission of patent record to Documentation Cell of IIT(ISM) Dhanbad (Filed/Published/Grant).
- Preparation of Dean's report for BoG meeting (IPR Cell/NVCTI/CIIE).
- Preparation of annual report for NVCTI.
- Submission of data for ARIIA/NIRF/IIT Council or assist HOD in preparation of any response of query/proposal (like MSME/ACIC/Mentor-Mentee/Kapila/IP Policy/Start-up Policy/AIC) required to be submitted at Ministerial level.
- Preparation and submission of RTI response in hard copy and/or online at RTI portal as and when raised.
- Data entry of following portal:
  1. MoE's Innovation Council (MIC) Portal including preparation of report for each event.
  2. Report for Mentor-Mentee Scheme
  3. Kapila Portal
  4. MSME portal
  5. Smart India Hackathon portal
  6. National Innovation and Startup Policy (NISIP) portal
- Assist in organization of events such as workshop/Guest Talk/Hackathons at NVCTI and CIIE.
- Assist in organization of events as prescribed under IIC portal.
- Record keeping and filing of CIIE/IPR Cell. Also assist HOD in preparation of recruitment file and scrutiny sheets.
- Preparation of report for physical verification of asset at CIIE.
- Schedule and arrangement of departmental meetings at NVCTI and CIIE.
- Procurement and process of bills in MSME funded projects including stock entry.
- Assist HOD/CIIE in procurement/open tender.
- Any other work as assigned by competent authority.

**TEQIP Project at Indian Institute of Technology (ISM), Dhanbad**

**January 2015 to August 2017**

### *MIS Operator*

- Maintaining files and records.
- Data entry in the PFMS and MIS portal of National Project Implementation Unit (NPIU), Govt. of India.
- Processing of M.Tech. Non-Gate Scholarship bills/Contingency bills.
- Preparation of reports for submission at National Project Implementation Unit (NPIU) Govt. of India.
- Preparation of report and completion of documents required during performance audit and statutory audit of TEQIP Project.
- Maintains data for yearly budget sanctioned by TEQIP.
- Any other work as assigned by competent authority.

<b>NIIT, Dhanbad Centre</b>	<b>July 2009 to June 2014</b>
<b>Back Office Coordinator</b> <ul style="list-style-type: none"> <li>• Maintaining files and records.</li> <li>• Data entry of students' registration in the software module(eNCORE) of NIIT.</li> <li>• Data entry of students' fees in the software module(eNCORE) of NIIT.</li> <li>• Administrative tasks to support daily operations of the office.</li> </ul>	
<b>CoalNet Project undertaken by Indian Institute of Technology (IIT), Kharagpur for B.C.C.L.</b>	<b>April 2006 to March 2007</b>
<b>Project Consultant</b> <ul style="list-style-type: none"> <li>• Development of software module for B.C.C.L. such as salary process module, production module, etc.</li> <li>• Testing and validation of software modules.</li> <li>• Scheduling and monitoring of project implementation as per the mandate of IIT, Kharagpur.</li> </ul>	

#### EDUCATIONAL QUALIFICATION

- Master of Science in Information Technology from Kuvempu University through NIIT Dhanbad Centre with Grade B.
- Bachelor of Science in Information Technology from Karnataka State Open University through NIIT Dhanbad Centre with Grade B.
- I. Sc. from Jharkhand Board of Secondary Education, Ranchi with 54% of marks.
- 10th from C.B.S.E Board of Secondary Education, Delhi with 65% of marks.

#### PERSONAL DETAILS

Date of Birth: 14/12/1986  
Marital Status: Married  
Hobbyist: Listening to music  
Address: *C/o Mr. T. N. Bhattacharjee, Gosaidih, Near Bhuiphore Mandir*  
P.O: *-K.G. Ashram, Dhanbad-828109*

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