

# Tamojit Ghosh

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## PROFILE

Dedicated Operations professional with a background of Engineering and Business Administration with excellent technical, analytical and communication skills demonstrated by 15 years of experience. Professional with an entrepreneurial mindset, an eye for detail and penchant for innovation.

## CAREER OBJECTIVE

To leverage my multi-national experience, engineering aptitude and an honest 'can do' attitude in growing businesses & increasing their profitability and quality.

## SKILLS AND COMPETENCIES

- Marketing Strategies & Campaigns
- Corporate Communications
- Creative Team Leadership
- Liaison with Governmental Departments
- Product Positioning & Branding
- Business Development
- Environmental projects
- Focus Group & Market Research
- Development of Training Materials
- Sales Collateral & Support
- Quantitative and Qualitative Analysis
- Logistics, freight forwarding, clearance and documentation.

## Additional SKILLS

- Content Writing and Translation
- Editing and Proof reading
- Project management
- Scheduling tools
- Team player
- Technical Write up
- Training program implementation
- Quality control
- Strong presentation skills
- Process improvement and Thought Leadership

## PROFESSIONAL ABRIDGEMENT

- ✚ Executive Program in Business Management – Indian Institute of Management Calcutta – IIM Calcutta (2014-15)
- ✚ B.E. (Mechanical Engineering) with 10 years of prosperous & qualitative experience in Operations, and Business Development of H2S Safety Solutions.
- ✚ Functional Areas of Expertise include Strategic Planning, Business Development, Financial/Budget Control, Tendering,
- ✚ Staff Recruitment/Training, Forecasting/Planning, General Management, Stock/Inventory Control, Team Leadership/Building
- ✚ Handling of Master Procurement and Service Agreements, business development, Client Liaison, Client Servicing.
- ✚ Attending pre-spud in meetings, project startup operations.

## ACADEMIC CREDENTIALS

<b>August 2015</b>	<b>Executive Programme in Business Management, from Indian Institute of Management Calcutta – IIM Calcutta (2014-15)</b>
<b>June 2005</b>	Bachelor in Mechanical Engineering, North Maharashtra University (with Distinction)

## ORGANIZATIONAL HIGHLIGHTS

2016 to present	Orlina Ventures	Project Consultant
2017 to present	Field Global Market Research Private Ltd	Inside Sales Manager
2012 to	Rutledge Group of Companies	Operations Executive – India and H2S safety engineer

2016		
2012	Rutledge Group of Companies	Operations Supervisor - Iran and H2S safety engineer.
2009 to 2011	Rutledge Group of Companies	Operations Executive – India and H2S safety engineer.
2007 to 2009	Inter-Strat Business Consultants, Mumbai	Business Analyst – Siemens PLM Project
2006 to 2007	OSQS India Pvt Ltd.-Mumbai, Mumbai	Business Development Executive
2006	TracMail India Private Limited, Mumbai	Customer Executive Representative
2005 to 2006	Industrial Boilers, Vapi, Gujarat	Production Engineer
2003 to 2004	Primera Communications, Pune.M.S	Marketing Executive
2002	Rama Paper Mills, Vapi,Gujarat	Stock Preparation Trainee
1999	Shree Vindhya Paper Mills, Bhusawal.M.S	Stock Preparation Trainee

### **Responsibilities as Inside Sales Manager at Field Global Market Research Pvt Ltd**

Profile - Responsible for Inside sales by email and calls targeting the US and European markets primary,RFQ generation from clients, maintaining of data disposition, Lead generation, assistance in primary and secondary research across various industries, assistance in bidding, project execution and client servicing.

### **Responsibilities as Project Consultant at Orlina Ventures**

Profile – working on projects of ecotourism, solid waste management and solar power feasibility study and implementation.

### **Responsibilities as Operations Executive with Rutledge Group of Companies–**

- ✚ Maintain close communication with client to keep a track of daily operations.
- ✚ Follow up with client on additional scope of work. Prepare change orders if any. For new requirements, discuss with Technical team on material and manpower requirements.
- ✚ Assist in preparing Activity schedule, Tracking Progress of work, resource planning etc
- ✚ Prepare work packs for client submission.
- ✚ Assist offshore team with equipment purchase locally.
- ✚ Handling Logistics. This includes Importation and Exportation of Equipment's, Liase with In-country agent for Visa's and other formalities for crew.
- ✚ Maintain Accounts follow up on Purchase orders and invoice payments.
- ✚ As Operations Executive based in India and Iran, provision of operational and administrative management in all areas relating to equipment and personnel mobilizations, logistics and procurement for global operations.
- ✚ To attend meetings with the clients, conduct presentations, trainings and coordinate with Singapore office as required and report to rig-sites as a H2S safety engineer as required.
- ✚ Assisting top management on Preparations of Pre- Qualification Documents and Tenders.
- ✚ Follow up on invoices, accounts payable, Invoice generation

### **The Key Areas of Expertise:**

#### **Business Development:**

- ✓ Study different Markets for identifying new Business Opportunities in countries like Middle East, Yemen, Turkey, Romania and India.
- ✓ Participating in various Tenders and Budgetary Quotations
- ✓ Registration with major Oil and Gas Companies in their Vendor data base.
- ✓ Follow up with Clients on their Exploration and Production activity.

#### **Operations:**

- Involved in General Day to Day Operations of the Business
- Interaction with clients pertaining to the Field operations. Taking feedback from clients on our Company performance and strive hard to achieve customer delight.
- Handling a Team of Engineers on field, Training and motivating them to achieve customer delight.
- Maintain Accounts follow up on invoice payments.
- Handling Logistics. This includes Importation and Exportation of Equipments, arranging Crew change for Engineers, ticketing, visa and other procedures.

- Keep a stock of Equipment Inventory in base.
- Keep abreast on the field operations which helped in planning for crew changes and equipment movement within country.

**Field Engineering:**

- ✚ Worked in Middle East and Far East as a H2S/Field Engineer and Operations Executive. –
- ✚ As an assigned H2S Engineer in all aspects of H2S safety related services, responsibilities include:
  - ✚ Installation of H2S Detection and Protection systems, monitor and maintain those same systems.
  - ✚ Training of on-site personnel in their response when H2S is detected, and use of Breathing Apparatus and other protective equipment.
  - ✚ Supervise H2S and gas sample related testing during DST operations.
  - ✚ Conduct H2S drills on a regular basis to ensure the efficient response level of onsite personnel is maintained.
  - ✚ Ensure that all H2S detection and protection systems are at always ready for immediate action.
  - ✚ Contract equipment preparation and quality control.
- ✚ Onshore Experience Details
  - ✚ Sinopec Iran- Rig Fath 28 (Hos2),Yadavaran field
  - ✚ Sinopec Iran- Rig Fath 31(F02), (APP3) Yadavaran field
  - ✚ Operations Supervisor Iran,Yadavaran Project, Iran.
  - ✚ Survey of Detection system installation and commissioning, Yadavaran field project office and Pioneer Camp, off Ahvaz.
  - ✚ Maintenance, Calibration and trouble shooting of Detection systems installed ( both wired and wireless both) at production site location CTEP and other production well locations in Yadavaran field.

**MAJOR PROJECTS INVOLVED IN**

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| <ul style="list-style-type: none"> <li>● Sinopec,Iran, Yadavaran field, Khuzestan . Rigs 209,210,203,204,935,Fath 28,Fath 31 and Fath 89.</li> <li>● Deepwater Champion,ExxonMobil-Turkey Kastamonu-1 and</li> <li>● Deepwater ChampionTPAOTurkey.Domino - 1</li> <li>● Deepwater Champion,ExxonMobil Romania,Surmene-1 Black Sea</li> <li>● SAFER- Yemen, Meem iV 3, Nabors Rig 226.</li> <li>● GSPC-Atwood Beacon, India East coast</li> <li>● ENI- India, Rajasthan, Western India</li> <li>● PEDCO-Iran,Sirri Island</li> <li>● Nabors- Saudi Arabia (Aramco ) and India (Sundowner)</li> <li>● Hercules rig 258- India</li> </ul> | <ul style="list-style-type: none"> <li>● Chevron China ,Chuangdongbei Gas Project</li> <li>● OMV-Kurdistan</li> <li>● HKN Kurdistan</li> <li>● Agip KCOKazakhstan</li> <li>● Chevron EVRK iV Thailand</li> <li>● OMVNew Zealand, Maari- Well Head Platform.</li> <li>● Hallin Singapore and South east Asia</li> <li>● Vantage Drilling Platinum Explorer iV India</li> <li>● Discoverer Seven Seas Transocean iV India East Coast.</li> <li>● Reliance India DDKG2.</li> <li>● On Assignment in Iran , Ahvaz base from March 2012 to July 2012.</li> </ul> |
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**NOTABLE ACCOMPLISHMENTS**

- ❖ Secured and helped extension of H2S Services contract with Transocean India and Vantage India and Sepoc Yemen.
- ❖ *Project Management-* Supervised project production efforts to ensure projects were completed to company standards, on time and within budget constraints.
- ❖ Created presentation materials for sales, customer relations and management purposes.
- ❖ *Project Coordination* Provided drafting and project set-up support to the communications staff, creating initial to final organizational details for projects in India and overseas.
- ❖ *Document Control-*Served as document control specialist to Health Safety and Environment (HSE) department, while following proper standards. Also helped in maintaining a database of project reports in ISO format.
- ❖ Lead Generation - Participated in international events, identified target accounts for service selling, cold calling, inside sales.
- ❖ Evaluated potential clients (in H2S, sour gas, and corrosion Management
- ❖ Participated in thought leadership initiatives, provided insights and recommendations to senior management,
- ❖ Identified new opportunity areas for service positioning, liaison with external and internal partners.

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## PROFESSIONAL EXPERIENCE

- Managed numerous projects simultaneously within budgetary restrictions
- Resolved part and assembly discrepancies.
- Directed customer installations maintaining cost efficiencies based on space and power allocation.
- Maintained and managed work environment including troubleshooting, filing and archiving.
- Prepared accurate specifications for purchase of materials and equipment for purchasing department.
- Drew sketches to accurate scale showing relation of proposed installations to existing facilities and exact specifications and dimensions.
- Collaborated with engineers and project managers regarding parameters for client projects.

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## TRAININGS ATTENDED

- Attended Training on the following held in Rutledge Group of Companies, Singapore.
  - 2009
    - H2S Detection and Respiratory Protection Systems
    - High Pressure Breathing Air Compressors Managing Hydrogen Sulfide
    - H2S Technician and Instructor Training
    - The ABC's of Hydrogen Sulfide
    - 2009 Basics of Petroleum Geology
    - 2009 Well Testing/Responsibilities
    - H2s Engineer Responsibilities
    - Rig Up and Rig Down of H2s Safety Systems
  - 2010–
    - Detcon Wireless Detection System
    - Refresher courses on
    - BASIC H2S TRAINING
    - Basics on Drilling Technology
    - Basics on Drilling Operations
- Attended in house courses in gas detection inclusive of –
  - SCBA/EEBA/SABA Training
  - Cascades & Air Loop Systems
  - BA Field Level Maintenance
  - BA Workshop Level Maintenance
  - Refresher course in HYDRO TESTING Requirements & Awareness
  - Enhancement Trainings inclusive of –
  - SCBA TECHNICIAN LEVEL Training(SCOTT)
  - Workshop Skills OJT Training
  - Emergency First Aid/CPR Training
  - Fire Fighting and Rescue Training
  - Confined Space Rescue Training
  - Basic H2S Training OPITO
- Enhancement Trainings inclusive of –
  - SCBA/EEBA/SABA Training
  - SCBA TECHNICIAN LEVEL Training(SCOTT)
  - Workshop Skills OJT Training
  - Emergency First Aid/CPR Training
  - Fire Fighting and Rescue Training
  - Confined Space Rescue Training
  - SCBA/EEBA/SABA Training
  - Cascades & Air Loop Systems
  - BA Field Level Maintenance
  - BA Workshop Level Maintenance
  - Refresher course in HYDRO TESTING
- H2S Equipment Training for Ops and Maintenance
  - Fixed Point Gas Detection Systems
  - Corporate Safety Induction Training
  - Company Policies & Procedures,
  - General Administration/ISO Forms, General Safe work Practices, Minimum Ind. Safety Training Standards (Rig Pass),Corporate Level Staff H2S Induction Training
- H2S Equipment Training for Ops and Maintenance
  - Fixed Point Gas Detection Systems
  - Rig Coring Ops/Responsibilities
  - Gas Sampling
  - H2S Presenter/Trainer Competency Training
- Basic electronics Theory
- In house trainings in Breathing Air Compressor, inclusive of –Pre use,Compressor Operation and Maintenance,
- Trouble Shooting - General Maintenance & Servicing, Overhaul Compressor, Refilling Procedures,
- In House Detcon Practical
- In House BW Practical,Rigging Detection system Up

## Requirements

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### TECHNOLOGY

**Software:** Crystal Reports, MS Office (Word, Access, Excel, PowerPoint), SolidEdge, AutoCAD, ProE  
**Web/Multimedia:** Digital Marketing, Content Management Systems

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### Personal Details

Languages Known English (Medium of Education), Hindi, Bengali, Marathi  
DOB / Sex: 15/03/1982 / Male  
Nationality: Indian  
Passport No H3578429

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