

Subham Guchait

Operation Executive

Responsible Operations executive , passionate about delivering outstanding quality and service. Offering 3+ years of experience in industry with history of recognition for performance. Proficient in process improvement, and strategic planning. Proven track record of driving process enhancements, reducing costs, and contributing to strategic decision-making. Seeking to apply a strong analytical skill set and operational expertise to drive continuous improvement and add tangible value to Company



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9874527908



1.No Govt Colony, Makhla,
Hooghly, 712245, Kolkata, India

SKILLS

Process Optimization

Communication

Problem-solving

Risk Advisory

Risk Monitoring

Safety & Compliances

Critical Thinking

Reporting and Visualization

Team Leading

Quality Assurance

Time Management

Risk assessment

Compliance monitoring

WORK EXPERIENCE

Operations Executive Compliance Mentorz INC

11/2024 - Present

Remote (Canada)

Safety consulting company specializing in regulatory compliance and risk management

Tasks

- Conducting regular compliance audits and inspections to identify gaps and ensure adherence to regulatory standards.
- Monitoring changes in regulations and updating internal policies and procedures accordingly. Coordinating with cross-functional teams to ensure timely completion of corrective and preventive actions (CAPA).
- Assisting in preparing compliance training materials and conducting awareness sessions for employees or clients.
- Maintaining compliance databases and tracking key metrics for reporting and continuous improvement.
- Ensuring timely submission of regulatory filings and maintaining up-to-date records for audits.

Operations Analyst Spinny

11/2021 - 10/2023

Kolkata, India

Online used-car retailing platform

Tasks

- Recommended targeted improvement action to higher delivery numbers.
- Responsible for driving organizational improvements in customer satisfaction scores and key metrics impacting revenue and profitability.
- Facilitated resourceful decision-making to tackle organizational problems.
- Outlined detailed plans for improvement action and its implementation.
- Helped organizations manage and implement change with minimal disruption to operations.

Service Advisor Mukesh Hyundai

04/2021 - 11/2021

Kolkata, India

Authorized Hyundai Dealer.

Tasks

- Led daily operations to achieve key business objectives.
- Supervised technical work according to applicable best practices and regulatory requirements.
- Coordinated services for facility daily upkeep and long-term preventive maintenance.
- Planned staff activities to meet operational demands.
- Coordinated and allocated resources to support service team.

LANGUAGES

English, Hindi & Bengali.

Full Professional Proficiency

INTERESTS

Automobile

PC Games

Driving

CERTIFICATES

Advance Training Institute (08/2018 - 09/2018)

Maintenance, Servicing & Overhauling Of Automotive Diesel Engine.

EDUCATION

Diploma Mechanical Engineering Camellia Institute Of Technology and Management

08/2016 - 08/2019

Hooghly, India

ACHIEVEMENTS

Outstanding Performer Of The Month (06/2022 - 01/2023)