

**Name:** Sounak Chatterjee

**Phone:** 8968471266

**Email:** [sounakchatterjee1999@gmail.com]

**Location:** [Gurugram, INDIA]

---

## **PROFESSIONAL SUMMARY**

Detail-oriented and proactive professional with 4 years of experience in stakeholder management, project coordination, and cross-functional team leadership. Skilled in managing end-to-end project activities including team handling, preparing meeting minutes (MOMs), and coordinating with planners and technical teams to ensure timely resolution of issues. Proven ability to liaise directly with field engineers for daily progress tracking and work completion updates. Adept at facilitating buddy-up programs to streamline onboarding and maintaining clear communication across teams to drive operational efficiency and project success.

---

## **CORE SKILLS**

- Stakeholder Management
  - Project Coordination
  - Team Leadership & Mentoring
  - Buddy Program Facilitation
  - Bottom Quantile Handling
  - Shrinkage Management
  - Communication & Interpersonal Skills
  - Risk and Issue Tracking
  - Time & Task Management
- 

## **PROFESSIONAL EXPERIENCE**

### **Associate Engineer**

*British Telecommunication, Gurugram*

*June/2021 – Present*

- Liaised with internal and external stakeholders to align project objectives and expectations, improving collaboration by 30%.
- To make sure that the line plants are available at the required positions so that the actual physical connectivity can be done without creating hassle for the field engineer, thereby providing broadband connectivity to customer.
- Coordination with Planner & Technical teams for resolution.

- Managed a team of [15-20] members, assigning tasks, monitoring progress, and facilitating daily stand-ups and weekly meetings.
- Designed and implemented buddy-up programs to accelerate onboarding and improve new joiner engagement.
- Captured and distributed clear and concise meeting MOMs, ensuring follow-up actions were tracked and closed.
- Prioritizing deliverables and ensuring deadlines are consistently met under pressure.
- Creating automated and dynamic Excel reports for performance, attendance, and project metrics; using pivot tables, VLOOKUP, and conditional formatting

**Key Achievements:**

- Successfully delivered [Project Saturn] ahead of schedule and under budget.
- Successfully delivered [Day Minus 1] ahead of schedule.
- Implemented automation for a manual workstream using IGNITE portal streamlining operations and cutting costs Improved stakeholder satisfaction scores through effective relationship management and communication.
- Consistently acknowledged as a top contributor across different teams, showcasing adaptability and high-impact delivery.
- Ranked #1 in team quality metrics, demonstrating a strong commitment to accuracy and process adherence

---

**EDUCATION**

**Bachelor of Engineering**

[Chandigarh University], [Punjab]

[2021]

---

**TOOLS & TECHNOLOGIES**

- MS Office Suite (Excel, PowerPoint, Outlook)
- Networking Tools (Piper, Artisan, Depot net, OPS Monitor, NGWFMT)