Ronit Bose

Business Development & Digital Operations Manager

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SUMMARY

Operations and digital systems manager with 5+ years across healthcare, education, media and hospitality. I build the Notion workspaces, dashboards, automations and AI agents that replace manual work, and I run launches and events from first plan to final report. Most recently built a live sales dashboard, an AI operations assistant and a full music-competition system for a new café.

EXPERIENCE

Business Development & Digital Operations Manager — Vantage India, Siliguri — Aug 2026 – Nov 2026

- Built a live sales system: a small program copies every café bill into Notion every 5 minutes, with dashboards for daily sales, payment mix, busy hours and top dishes, plus bill-number gap checks. Matched the billing software's own report to the rupee.
- Designed and ran a music competition end to end: 40-question registration form, participant database, Razorpay payment tracking, automatic emails, judge score sheets, certificates, schedules and on-ground briefs. 21 registrations; Round 2 with 17 acts.
- Set up the company Notion workspace: 11 linked databases, team dashboards, daily reports replacing WhatsApp updates, and leave approvals by email automation.
- Built "Benjamin", an AI operations assistant: a WhatsApp bot running partly on local language models that sends daily task digests and reads daily reports.
- Built a second brain in Obsidian: 218 linked notes and 469 links in 12 weeks, where every AI chat is summarised automatically by a local model, so AI helpers and I start each task with past decisions and context.
- Created a guest feedback system with a 5-tab dashboard (46 responses, 8.5/10 would recommend) and wrote the café performance report for the Director.
- Researched local competitors, built B2B lunch and meal-box offers, compared three marketing agencies, and rebuilt the café's Google Business Profile.

Founder — Bureau (solo agency), Kolkata — May 2026 – Aug 2026

- Built Notion systems, websites and AI-assisted marketing for small businesses, including a brand and website for JC Chakraborty & Sons and a CRM proposal for a telecalling team.

Dr. Prasanta Banerji Homeopathic Research Clinic — Kolkata — Feb 2022 – Apr 2026

Executive Assistant to the Managing Director (Apr 2023 – Apr 2026)

- Directed brand strategy and digital campaigns; patient experience improved by 30% within 6 months.
- Created and ran a custom Notion workspace for scheduling and project timelines; team coordination improved by 30%.
- Built a charts dashboard from the clinic's patient form responses.
- Planned seasonal patient campaigns that lifted revenue: Beat the Heat 2024 (+13% monthly revenue after breakeven) and Monsoon 2025 (+33% growth after breakeven, with 20 new online consultation slots).
- Organised 8+ free medical camps reaching 2,000+ patients, and conceptualised the Express Medicine Delivery service for West Bengal pin codes (Sep 2025).
- Secured sponsors (Natural Diamonds, t2, Thacker Dairy, Neu Nasta) for the 2024 Care-Nival and hosted dignitaries including the French Consul General.

Operations Executive (Feb 2022 – Apr 2023)

- Opened the Sonakhali branch; patient base grew by 20% within 6 months.
- Led the Emergency Kit launch: product design, launch event and promotion.
- Found and managed vendors to secure the resources and services the clinic needed.

Centre Manager — Jupiter School of Dance & Music, Nagaland Nov 2018 – Jan 2020

- Kept 85% of staff over 12 months; raised student enrolment by 10% through market research and converting leads into franchise partners.
- Controlled costs and kept the budget balanced while revenue rose 10%.

Project Assistant (Freelance) — The Telegraph, Kolkata Feb 2018 – Mar 2019

- Assembled the Food Guide magazine for 2018 and 2019 and helped bring in 300+ new participants.

EDUCATION & CERTIFICATES

Class 12 — NIOS (2019)

IGCSE Business — Bridge International School (2017)

IELTS — Band 7 (Apr 2026)

French A1 — Alliance Française du Bengal, 86%

Notion: Essentials, Workflows, Advanced, AI badges

Anthropic: Claude 101, AI Fluency, Claude Code in Action

SKILLS

Systems: Notion (databases, dashboards, automations), Google Workspace and Apps Script, workflow automation, basic web building.

AI: AI agents, prompt engineering, Claude and Claude Code, local language models (Ollama), AI-assisted marketing and content, AI workflow automation.

Knowledge systems: Obsidian second brain, linked notes, automatic AI chat summaries, decision logs.

Operations: event and competition management, launches, vendor and agency management, reporting, SOPs and playbooks, HR and attendance processes.

Marketing: digital campaigns, Instagram and Google Business Profile, content planning, partnerships.

Languages: English, Bengali, Hindi, French (A1).