**Bijay Kumar Rout**

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CAREER OBJECTIVE

Highly experienced and motivated administration specialist with extensive experience working in a tertiary education setting. Looking for a stimulating role where I can apply my enthusiasm, professionalism and thorough approach to support an academic team.

EDUCATION QUALIFICATION

* **M.B.A** from DDCE Utkal University, Bhubaneswar.
* **+3** from Utkal University – Bahugram College, Cuttack.
* **+2** from – Narshapuram College.
* **10+** from - Panchayat High School Dhurusia, Cuttack.

Key Skills and Abilities

 Excellent time management skills proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritized and completed in a timely and accurate manner. Ability to work under pressure highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

PROFESSIONAL PROFILE OVERVIEW

Over all nine year experience in the field of Administration, Provide administrative/facilitation support for developing organizing and maintain departmental filing and recording systems along with offices maintenance support. Process faculty and maintenance invoices, payments, prepare purchase requests, budget requests and resolve payment issues in coordination with vendors & finance. Booking tickets for passengers traveling abroad or overseas with hotel accommodation as needed.

Manage new hire process of issuing security & access badges. Review of security tapes and participation in investigations. Welcome visitors and assist as per there requirement. Manage stock level of office stationeries. Set-up purchase requisitions for facilities and others department. Manage printer toner process for all departments. Handle maintenance of office equipments. Back-up to executive assistants as needed. Vendor relationship. Review potentials lease agreements and create a lease summary. Research invoice discrepancies and dispute erroneous charges. Corresponded directly with vendors to ensure quality and timely completion of scheduled work.

Provide Transport facility of the office employees and booking cab for the guest & other higher authority, Legal aspects of – Renew trade license, Renew Shop & Establishment/DLO certificate, Professional Tax, D.G. annual inspection, Annual inspection of DOT etc. Well versed in various administration activities such as office administration, Physical security & Safety Security, Housekeeping, BMS/CCTV, Health & safety management, Document management, Event management, staff welfare for official employee & clients, working with BCM team regarding any natural calamity/Bandh / Strike etc,

**Employment History:**

**1st Sep’2017-Present**

**Store admin**

**FUTURE RETAIL PRIVATE LIMITED**, **Home Town**

Currently I have working with **FUTURE RETAIL PRIVATE LIMITED**, Home Town , New Town - Kolkata from the date of 1st Sep’17 as a Site leader for admin executive(Department Manager). I have taken the responsibility of Store management, looking after HK, Security, Roster for store opening & closing, Printing & Stationery, Compliance, Transport for customer material delivery, Dress code policy, Stock Maintenance, Garbage disposal & other facility management. Also I have taking care other 8 sites (Manisquare- Kolkata, Homeland Bhabanipur-Kolkata, DCN Nagerbazar-Kolkata, Siliguri,Ranchi, Raipur,Asansol, Guwahati) across east location.

My job responsibilities are mentioned below.

**Job Responsibilities:-**

* Vendor Management
* Assist with preparation and advertising of contract document
* Looking after Utility of office
* Issue code & authorize purchase orders
* Looking the Facility Management
* Follow up with release Purchase Order
* Looking Bills, Invoices & Payments
* Maintain all Log books: Visitors, Attendance, Material In/Out, Courier, HK, Security, Electro mechanic, BMS, Stationery, First Aid Etc….
* Manage the repaired & Maintenance work of infrastructure
* Employees Transport
* Hotel /Guest house booking
* Looking of AMC services & any change
* Looking of Physical & Safety securities
* Reconciliation of all office assets
* Handles all government compliance certificate
* Looking after Interior & facility Management
* Makes MIS reports related Admin expenses or other cost
* Maintain snag list of monthly wise & check the all issue under control & equipment is fine
* Looking after all the HK, Electrical maintenance, civil maintenance, Client / Staff welfare
* Review the work progress of all third party vendor, Replace/ Implement of the Require work

**9th May’2011-31st Aug 2017**

**Corporate admin executive**

**SPARSH BPO SERVICES LIMITED**, BSNL process

I was joined in **SPARSH BPO SERVICES LIMITED**, BSNL process on 9th May’11 as a corporate admin executive. And taken the responsibility of BMS, HSE management, Handle all existing & new Vendors bill processing, Create PO, comparative quotation of new Capex, Legal work for DLO certificate, Trade License, Shops & Establishment certificate, PT deposit, D.G Inspection, DOT inspection, Cab booking, Hotel/Guest house booking, Super vision of Housekeeping & Physically security, Purchase office stationeries ect.

And in the year 2013 the new Vodafone process has been came to the organization. I was responsible for all admin compliance & other legal documents as per Vodafone requirement. From 2011 to 2015 we successfully completed ISO audit, HSE audit & executing the fire drill & mock drill also. Then the UK base **SERCO** Company has been taking care of the **SPARSH** & **INTELENET** Company. And we were working with the governing principle of **SERCO**.

And the most important roles we were played in the year of 2013 when the BSNL process was Ramp down at BBSR location. There was very difficult situation in terms of strike/Bandh was created by the employees who were working with the BSNL process. We were successfully control/handle the situation & protect office property & other appliances of Vodafone process.

Then in the year of 2013 & 2014 on the same date & month, 12th October the cyclonic storms (Filene & Hudud) were formed in Odisha. We handle the situation & gain a deferent type of experience on arrangement of food, drinking Water, Bedding for employees, Transport, Diesel for 24hours power break down etc in a very short period.

Then I was promoted to Admin Officer from 1st Apr 2014 as a site leader for Bhubaneswar center. In the year of 2014 the BBSR Vodafone site gets the no-1 revenue center across the India within SERCO BPO (P) LTD. And ones again the company name has been change from SERCO BPO PVT LTD to **INTELENET GLOBAL SERVICES PRIVATE LIMITED** in 11th Jan 2016. And my last working days in INTELENET GLOBAL SERVICES PVT LTD at BBSR location was 29th Feb 2016.

Then within the company I was transfer from Bhubaneswar to Kolkata location from the date of 1st Mar 2016. And there is a area of 26,982sq fit. The total manpower strength is 850. And there are 12 no’s of process (ICICI, Chola Mandalam, HDFC Life Insurance, City Quality & City BO , Ananya, Dr. Pauls, Exide life, Exide Industry, American Express, Google, HSBC & GE SBI) we were handling at the site

ACHIVEMENTS

* Received Certificate of Appreciation/ Class of 2013 Consistent performer annual award from SERCO BPO PVT LTD for the year 2013.
* Received Certificate of Excellence/Best Performer for the period April to June 2014 from SERCO BPO PVT LTD for the year 2014.
* Received Excellence Team Player award from SERCO BPO PVT LTD for the period January2014 to December 2014.
* Received Best Performer award from INTELENET GLOBAL SERVICES PVT LTD for the period Apr to Jun 2017.

HOBBIES

 • Reading News Paper, Story Book & Novels

 • Singing Song

PERSNAL INFORMATION

 • Father Name :   Shree Adeitya Rout

 • Date of Birth :   6 Jan 1985

 • Languages Known :   Odiya, Hindi, English & Bengali

 • Gender :   Male

 • Nationality :   Indian

 • Marital Status :   Marred

 • Permanent Address : At-Gajamba, Po-Dhurusia, Via-Chasapara,

 Block- Athagargh, P.S. - Khuntuni, Dist – Cuttack, State - Odisha,

 Pin- 754027

Present Address : Nil Bhaban, Tarulia 3rd lane, Opposite of Sradha Complex,

 Krishna Pure, Newtown,Kolkata-700102, West Bengal.

Date- Bijay Kumar Rout

Place- **Kolkata   Signature**