**SURANJAN DUTTA**

+91-9899426607; +91- 8447648955 |[dutta\_73@yahoo.com](mailto:dutta_73@yahoo.com) | E-149, Vijay Vihar, Phase - 2, Rohini, New Delhi - 110085

**IT ASSET MANAGEMENT PROFESSIONAL**

Proactive and a team-oriented professional with extensive experience in managing Assets & Vendor Management. Skilled at carrying out all Admin oriented jobs, providing audit support, assets receivables management, financial review & analysis, and reporting. Adhering to all ISO, IATF & ITIL norms.

Independently handling all asset/dispatch movement from preparing the Delivery Challan to Till Delivery at the recipient end.

* Seasoned professional with extensive expertise in all aspects of Asset Management, Despatch, Admin oriented jobs along with Company’s directors daily operation along with high levels responsibility
* Proficient at developing policies, controls, and tracking assets in accordance with ISO & and client standards
* Skilled at preparing reports and records. Ability to obtain quantitative totals and balances and to verify information from complex sources
* Strong analytical & problem solving skills and the ability to meet deadlines and stay organized in a fast-paced environment
* Excellent communicational, organizational and time management skills
* Team member of projects like Red Prairie & ATLAS at AWMAY India for 2017-2018.
* Team member of ISO & IATF Certification at Ambitious Enterprises Pvt. Ltd.

**KEY SKILL AREAS**

* Asset Management
* Vendor Management
* Project Management
* Accounting & Audits
* Reporting & Record-keeping
* Procurement Management
* Office Administration & EMarketing
* Team Management

**Asset /Admin Incharge**

Ambitious Enterprises Pvt. Ltd, New Delhi (July 2018 – Till Date)

**Admin Incharge**

## IT Asset Management

Net Connect for IBM, Gurgaon (Aug. 2015 – June 2018)

***IT Asset Lead***

Vayam Infosolutions for Wipro, Noida (Jan. 2012 – Aug. 2015)

***IT Asset Engineer***

Microland Ltd., Noida (Jun. 2010 – Dec. 2011)

***Sr. Executive, Logistics***

Team Lease – Microland Ltd., Noida (Jan. 2007 – May 2010)

***Logistics Executive***

***Present Key Responsibilities***

* Preparing Roster, along with weekly leave and time management for all employees and Directors.
* First point of contact for all customers/vendors.
* Daily mails for office and director(receiving as well as replying)
* Keeping track of all stationery, and other office requirements.
* Keeping track of all courier, material dispatch, domestic as well as export.
* Preparing Delegation for operation staffs
* Necessary registration, renewal & documentation of all office certificates.
* Arranging for office outings, birthday celebrations etc for all office staffs.
* Independently handling the E-marketing, E-tender for especially Aluminium Nose Clip & PVC face Shield and also other products of the company.

***Key Responsibilities during IT Asset Management***

* Drive all aspects of IT Asset and Vendor Management for 5000+ Assets in the building on a Pan India level, and track daily activities to resolve any raised issue within SLA.
* Coordinate projects associated with IT infrastructure and system development and ensure compliance of all IT solutions as per corporate policies and practices
* Handle all IT vendors, as required by the business and other deliverables and serve as a lead for IT asset management, inventories, tracking, and audits
* Ensure accountable property is correctly reported in an asset property system of record and input new property files into the system and maintain records of all IT assets
* Coordinate with and provide asset management information/assistance to other departments and outside agencies/organizations; respond to a variety of inquiries from internal and external sources
* Contribute to program and project compliance with applicable laws and regulations, while scheduling and completing property accounting audits as required by law and organizational policy
* Provide support for processing IT asset purchases and perform inventory compliance check against higher authority instructions
* Deliver Help Desk support when not engaged in higher-priority IT asset management tasks and at other times at the direction of the Project Manager and/or client
* Handle all aspects of facility management, new acquisitions, and installations of new hardware. Manage the implementation, maintenance, and administration of IT Assets
* Publish and submit monthly/daily reports (MIS) to management; perform Root Cause Analysis periodically and publish the same to internally and to client with action plan
* Ensure timely closure of escalated incidents and proper RCA provided to team and management. Work on Tools/Applications like E-helpline & BMC Remedy
* Verify proper asset utilization, monitoring and optimization. Lead configuration management to ensure smooth change in configuration in asset
* Liaise with the commercial team for new purchase, warranty update, and de-bond of old assets as per the process requirement
* Serve as a member for Vendor Management including monitoring of vendor performance and managing vendor development, as well as vendor evaluation
* Logging calls with concerned Service Provider for LINK Failure on PAN India basis.

***Key Highlights:***

* Attained success in independently installing 300 desktops and 50 printers at different locations.
* Maintained all records with zero variance and defined and managed process improvements.
* Participated andsuccessfully completed migration projects, attaining high client satisfaction and 100% SLA compliance through proper identification of customer’s requirements.

**FINANCE & ACCOUNTS MANAGEMENT EXPEREINCE**

Classic Display Systems (P) Ltd., Gurgaon (Sep. 2003 – Dec. 2006)

***Accounts Executive***

Amalgamated Synthetic Moulders (P) Ltd., Kolkata (Nov. 1998 – Aug. 2003)

***Accounts Executive***

Dynamic Chemical India, Kolkata (Sep. 1994 – Oct. 1998)

***Accounts Executive***

***Key Responsibilities:***

* Worked at Classic Display for multiple valued clients such as Emami Ltd, Pepsi, UB Group, Gillette, Tri Star, Coca Cola, ITC,etc. Led country-wide operations based in Gurgaon
* Maintained and oversaw complete accounting through the use of Tally (accounting package), as well as the entire office administration activities
* Distributed salaries for all staffs, managers, and directors, maintained records of sales tax way bills (incoming & outgoing) and also for declaration forms (i.e. C, D & H forms)
* Drafted invoices and handled all incoming and outgoing materials. Maintained stock of all raw materials and finished goods through Tally
* Dispatched finished goods to the customers’ premises with proper packing and documents
* Conducted follow-ups with local and remote location vendors for raw material procurement
* Verified and checked all courier and transporter bills and forwarded to finance for payment
* Generated daily and monthly MIS reports and handled export routed through Delhi and Mumbai Airport via internal CFA agents
* Contacted customers to arrange for clearance of shipment from transporter/courier where road permits were required through extensive email and telephonic discussions
* Carried out surprise audits at work to know work status and verify the physical stock with the management representative and plant supervisor
* Collaborated with the Sr. Accountant for sales tax assessment cases, preparation of salary and wages for office and factory staff
* Maintained accounts such as Cash Book, Ledger, and prepared debit, credit, and other vouchers. Carried out quarterly audits through outside agency with no variance
* Traveledextensively to the eastern part of India for maintaining records of Sales Tax Declaration forms and proper registration of the firm with renowned Govt. organizations such as SAIL, Railways, and Indian Ordnance Factory etc. Participated in and represented company at Tender Opening events
* Handled e-bidding (training & representation of electronic bidding) on behalf of the company, organized by TELCO for purchase of OEM from internal suppliers at the lowest cost

***Key Highlights:***

* Represented company at four e-bidding events organized by TELCO to obtain valued orders.Acquired direct order of Rs. 80 lakh between Apr 2003 to Mar 2005

**ACADEMIC DETAILS**

1994 Dept. of Electronics & Communication, Govt. of India through The Institute of Systems Engineers, Kolkata

***Diploma in Computer Application & Programming (DOEACC)***

***Awards***

* Winner of the Web Quiz – 2010 held by Microland & Other accolades.

**PERSONAL DETAILS**

***Date of Birth***: 20/02/1973 | ***Language Fluency***: English,Hindi, and Bengali

**Passport No.: N5591295.**

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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **CITY** | **DATE** | **AC** | **SUDLX** | **SMDLX** | **DLX** | **ECO** | **FAM** | **ORD** | **DORM** | **WH2** | **WH4** | **DH** | **GH** | **AH** | **FGH4** | **FGH10** | **TOTAL** | | Dhanaulti(Hotel Dhanaulti Heights) - 7060410501 | 6/22/2019 | X | X | 2@2240 | X | 1@1680 | X | X | X | X | X | X | X | X | X | X | 6160 | | Dhanaulti(Hotel Dhanaulti Heights) - 7060410501 | 6/21/2019 | X | X | 2@2240 | X | 1@1680 | X | X | X | X | X | X | X | X | X | X | 6160 | |  | | | | | | | | | | **Sub Amount:** | | | | | | | **12320** | |  | | | | | | | | | | **Service Charge:** | | | | | | | **0** | |  | | | | | | | | | | **Total Amount including GST:** | | | | | | | **12320** | |
| **Gateway :**Axis Bank **Your Session ID :** 8486748,196785 **Receipt No :** 916317618829 **Transaction No :** 2090027240 **Booking Amount :** 12320/- **User ID :**196785  Warm Regards |
| http://www.gmvnl.in/newgmvn/images/agmsign.jpg Gambhir Singh DGM (T) Yatra Office, Rishikesh Ph.no. 0135 - 2431783 ,  2431793, Fax 0135-2430372, Email : [yatraoffice@sancharnet.in](mailto:yatraoffice@sancharnet.in), [yatra@gmvnl.in](mailto:yatra@gmvnl.in) |
| **Terms and Conditions**   The following terms and conditions applicable only for payments made using credit cards.   Reservation will remain valid only for 6 hours from check in time.   100% advance should be deposited against advance reservation.   12% GST on room tariff from Rs 1000 to 2499 & 18 % GST on room tariff from Rs 2500 to Rs 7499 or prevaitive rates are already included.   The management reserves the right to change the tariff at any time without prior notice.   The Nigam shall not be held responsible for any loss/delay/cancellation due to natural calamity and unforseen circumstances beyond the control of the Nigam.   If a guest, instead of checking in at the reserved place reaches else where and requests for adjustments of the amount, it shall not be entertained.   To book accommodation in TRH Bhojwasa, tourists are requested to take permit from Forest Department at Chief Wild Life Warden, 05 Chandrabani,Mohobbewala,Dehra Dun at their own level. Telefax of the concerning department are: 0135-2644691 (Dehradun) &    01374-222964 (Uttarkashi). GMVN shall not be held responsible for obtaining Gaumukh permit GMVN only provide only Tent bed dormatory Accommodation at Bhojwasa.   To reach Auli Eco Huts there are two options either by Ropeway from Joshimath fair Rs 1000 to&fro or by Chair lift from ski Resort Auli fair Rs 500 to & fro. Last ride timing in summer is 5.30 pm & in winter is 5.00 pm. So one should report before time at Joshimath or Auli to reach Eco Huts comfortably The cable or chair car charges will have to pay by tourist. Only few 4x4 jeeps or cars can ride upto Eco Huts.   **Important:**You are required to carry your **O**nline **R**eservation **R**eceipt with you. Without the same your booking at the tourist rest house will not be entertained. Important Contact Numbers (Only 10 Am to 5 PM)-  1. Package Tours: 0135-2431793, 83, Mobile:- +91 95680 06624,17,19 2. Additional Tours: 0135-2431793, 83, Mobile:- +91 95680 06620,17,19  3. Advance Accommodation Reservation: 0135-2431793, 83, 2432648, 2434036, Mobile:- +91 95680 06622,23 4. Online Reservation: 0135-2431793, 83, 2432648, 2434036, Mobile:- +91 95680 06622,23,20 5. Transport: 0135-2431793, 83, 2435174, Mobile:- +91 95680 06621,57 6. Wireless: 0135-2430357, Mobile:- +91 95680 06616 **Note:** In case of difficulty in contacting the above contact numbers, please call +91 95680 06626, +91 94120 75046 and 0135-2431783   **For any cancellation please send email to concerning booking office or yatraoffice@sancharnet.in / yatra@gmvnl.in**  **Cancellation and Refund** For tourist seeking cancellations, the details of refund is as under   |  |  | | --- | --- | | 1. | 15 days or earlier 90% refund of booking amount | | 2. | 9 to 14 days 80% refund of booking amount | | 3. | 6 to 8 days 60% refund of booking amount | | 4. | 5 days before no refund of booking amount | | 5. | 5 % Bank Charges will be deducted at the time of cancellation. | | 6. | Cancellation will be accepted till 5.00 p.m. Request sent after 5.00 p.m. will be considered the next day. | | 7. | For refund of accommodation booking, 18% of GST shall be debited on cancellation amount and GST charged on booking amount shall be credited for refundable amount accordingly. |   **\*Service charges are not refundable** |