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**Subash Chandra Mohapatra**

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**Professional Experience: 20+Ys. (Including 02 years in Nairobi, Kenya, East Africa)**

**Professional Capacity: (Admin. 100%, HR,IR 40%)**

**Capable to handle General Administration Department Activities Independently for an Organisation like**

**A Factory/Camp/Site/Branch/Farm, etc.**

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**Key Role & Responsibilities:**

* **Administrative Policies and Procedures** – Develop and update administrative policies and procedures. Communicate and ensure adherence to organizational policies.
* **Team Management** – Train and Supervise Administrative Staff. Foster a Positive work environment and promote Teamwork. Conduct performance evaluation and provide feedback.
* **Communication and Co-ordination** – Facilitate effective communication with the administration department and with the other departments. Collaborate with other department. Collaborate with other department heads for cross-functional initiatives. Address employee concerns and inquires related to Administrative issues.
* **Event management** – Plan and coordinate corporate events and meetings. Manage logistics for internal and external events.
* **Canteen Management** – Plan, Budget, Purchase control on Canteen management. Plan for the daily meals to be provided to employees and Guest.
* **Facility Management** – Ensure proper maintenance and functionality of office and accommodation facilities.
* **Transport Management** – As Transport Management is a Major part of an Organisation, Vehicle Management including Employee Transportation, Fleet Management, Fuel control, Maintenance, Garage Workshop and control & Coordination of vehicle movements.
* **Asset Management** – Maintain and inventory of office assets and equipment. Implement strategies for the proper use and maintenance of assets and plan for the procurement of new equipment as needed. Oversee employee quarter, mess, Bachelor Houses, guest house.
* **Security Management** –Manage complete Security System with zero tolerance. Implement security Policies for security system for Company assets & Discipline. Prepare SOP for effective security systems in coordination with Security Head.
* **Guest Management –** Facilitate to Guests or visitors for their complete movement from Welcome to Exit as per management rules and Instructions.

**Responsibilities during AAA Growers, Kenya.**

Oversee Payroll, Casual Recruitment, Campus Recruitment, Employee Records, Create, Maintain & Provide admin. Data base to HO. Prepare Gate Pass, Employee I card, Log Book, Implement Appropriate Systems and Design Various SOP, Formats, Counsel & shutout Employee’s Day to day Problems, complains and Grievances, Wages (Musehra) distribution, Attendance issues, Disciplinary Action , Employee Exit Formalities, Employee Motivation. Organise Awareness Programmes, Guest Management, Event Management, Preparation and Arrangement for Various Type of Training and Audits, Handle Company Security Systems, Manage Company Transportation, Heavy Machinery and Workshop (Non Mechanical) , Deal with Govt. Offices like **NSSF, NHIF, LABOUR OFFICE, TOWN COUNCIL, LOCAL POLICE STATION, TRAFFIC POLICE, FOREST POLICE, WILD LIFE PROTECTION POLICE, WARMA, KPLC, LABOUR UNION, KAPRA, TRADE UNION, OCCUPATIONAL HEALT AND SAFETY, FIRST AID and NURSING, Caterings, Petty Cash, Local Purchases, Maintain Standard in Export Processing Zones (EPZ), Look at Cost factor, Corrective and Preventive Action for any Losses / Damages, etc.**

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**Departmental Role and Responsibilities throughout Career:**

1. **Administration Work Activities:**

* Oversee daily office operations and ensure smooth functioning.
* Manage office supplies, budgeting and procurement optimizing cost effectiveness.
* Take care of office machinery like Xerox M/c, AC, Drinking Water & Tea Dispensers, DG sets, Inverters, Computer Systems, etc.
* Managing Canteen, Security functions, Water suppliers, Garden, Housekeeping, Health & Hygienic issues, Pre monsoon preparations.
* Plan, procure and provide safety PPE i.e. Uniform, Safety Shoes, Safety glasses, Hand gloves. Etc.
* Supervisions of conference hall, shop floor especially on External visits
* Arrangement of accommodation for new employees & visitors
* Track on monthly procurement of housekeeping & stationary material, local purchase,
* Supervision & assure regular housekeeping drinking water supply, Wash room, shop floor, garden maintenance, etc.
* Focus on Major arrangements like Electricity, Power back up, Water supply, Vehicle arrangement on Emergency.
* Handle Petty Cash and Manage General Expenses.
* Coordinate office activities and schedules. Ensure compliances with company policies and regulations.
* Organise and coordinate meetings and events. Provide support to other departments as needed.
* Resolve administrative issues and conflicts.

1. **Personnel Dept. Activities:**

* Daily attendance record from Biometrics/Punching Card/Attendance Muster.
* Gather/Download Attendance Data for System for Salary/Wage preparation.
* Prepare Salary Sheet in Excel Sheet, Salary slip,
* Prepare & provide data to Head Office for PF, ESI,WF records.
* Maintain Petty cash, Employees Advance, Loan records.
* Prepare & maintain Employees personal records.
* Maintaining good relations between management and employee
* Settle the Full and Final settlement and relieving formalities

1. **HR & IR Activities:**

* Manage and Plan manpower requirements with dept. head. Implement proper recruitment rules & procedure.
* Co-ordinate Recruitment Agencies and complete formalities.
* Schedule and organise interview, candidates documents pre-screening,

Employee joining formalities. Issue Offer letter, Appointment letter, Confirmation letter.

* Make arrangement for employees Uniforms, PPE, ID, Safety shoes, etc.
* Co-ordinate to ESI,PF,PT,WF compliances and maintain records.
* Maintain Employee Attendance, Leave, Bonus, Gratuity Records
* To solve day to day problems /issues arising on the shop floor & Coordination with department heads and management.
* To organize safety & first-aid trainings for employees and Safety Guidance.
* To issue warning letters, charge sheet and disciplinary action for misconduct
* To maintain good and healthy relation with Local Heads and handle the situation in case.
* Maintain co-ordination with inter department and top management.
* Visit govt. Offices (PF,ESIC,W.F,L.O,MSEB,MIDC,M.COUNCIL,ETC.) as and when necessary.
* Co-ordinate and arrangements for Govt. Authorities Visit to Factory.
* Arrange Legal arrangements and displays for External Authority visits to the Factory.
* Health and Safety arrangements and promotions among the employees.

1. **EMPLOYEE/LABOUR RELATED:**

* Act as Management Representative during meeting with Labour Union.
* Co-ordinate with Union Leaders in day to day labour issues.
* Union Agreement and Negotiation related to Production Target, wage, Facility, etc.
* Handle Local authorities like Samaranch, Gramsevak, Talathi, Police Station & other Govt. authorities.
* Draft & Review of Union Agreement and Management Policy. All Issue related to Labour Union.

1. **ISO, QS,TS AND Training:**

* Identify Training needs and Arrange training program, Training Feedback, close NC.
* Co-ordinate with internal & external trainer or faculties.
* Maintain ISO records. Face Departmental Audit.
* Maintenance 5S, KAIZEN implementation and records.

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**Professional Journey:**

* **Presently as Admin In charge** with **VEDANT ENTERPRISES**, Chakan, Pune. – (Lifting Solution Equipment).

* **4.0 Yrs**., **Admin Head**. Sept.2021 – July 2024 with **M.B Engineering**, Odisha (Steel Structure/Industrial Shed Erection Work.)

Reporting to MD Operation Planning. Total Employee 700+,

* 5.0 Yrs. From Apr. 2015 to 2018 Joined Network Marketing (Vestige,Renatus),and During Covid pandemic joined an NGO as “Program Manager” till Aug. 2021.
* **2.0 Yrs**., **Admin Manager**, Oct.2012 – Dec.2014, With **AAA GROWERS LTD**. Nairobi, Kenya,(Agro Farm produces Roses, Vegetable & Herbs for Int. Market)

Reporting to GM Farm, Total Employee 3200

* **3.0Yrs**., **Dy.Mgr.-HR** with **Arm Welders Pvt. Ltd**., Bhosari MIDC, Pune, (Manf. Of Sport Welding Machine & Spares.)

Reporting to Plant Head., Total Employee 350

* **9.0 Yrs**., **Personnel & Admin Officer** With **M/s. Syndicate Exhaust Systems Pvt.Ltd**., (Manf. Of Exhaust Pipe, Wipers)

Reporting to GM Plant, Total Employee 350

* **1.5 Yrs**., **Executive- Admin & Accounts** with **M/s. Sanjay Enterprises**, Kanhephata,Vadgaon Maval, Pune., (Shearing & Pickling process of CR & HR Sheets)

Reporting to Shop In-charge, Total Employee 60

**Achievements:**

* Best Attendance shown during Two Employment.
* Implemented new recruiting documentation system reducing Time waste and calibre candidate skill.
* Implemented Exit Interviews that helped to retain employees which result in judge the frequent change of employees.
* Cost saving of Rs. 1.2 Lakh /annum in various bills like Security Bill, Water Bill, Electricity Bill, Phone Bills and Scrap Sale .
* Best suggestion award in Employee Motivation.
* Appreciation for implementing Salary through Bank.

**Training Obtained:**

* + First Aid
  + Occupational Health & Safety
  + Fire Fighting
  + Leadership for Hope
  + Employees Motivational Speaker
  + Events Management

**Academia:**

* B.A With Hons. Pol. Science (Year 1995)
* SAP – HR (Fresher)
* English Typing – 60 WPM.
* Computer Knowledge –MS Word & Excel,

**Linguistic abilities:**

* Odia as MT,
* Primary Communication – Hindi or English
* Secondary Communication - English
* Language Fluency – Hindi, English and Marathi
* Other Languages – Bengali, Panjabi, (Can understand)
* Foreign Language – Swahili (Learner)

**Hobbies:**

* Group Discussion
* Motivational Speech
* Listening Music

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**Family Background:**

Parents: No more (Father was as Ex Railway Employee, Mother as House Wife)

Sibling: Elder Brother – 5. (3 as Ex Defence, 2 in Business) Elder Sister – 3, (1sister as Professor in Logic),1 sister as College Employee,1 sister as House wife)

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**Personal Dossier:**

Present Address : Sara City, C10, Flat no. 606, Kharawadi

Permanent Address : AT: TIRTOL, PO: TIRTOL, DIST: JAGATSINGHPUR, PIN: 754137, INDIA

Native Address : A/P- TIRTOL, DIST- JAGATSINGHPUR, ODISHA

Date of Birth : 15th June 1973

Blood Group : B+

Marital Status : Single

Driving License : LMV

PASSPORT : NO. : J5736919, Valid Till 18/01/2033

Date:

Name

Signature:

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