**SUSANTA KUMAR DAKUA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email: susanta.4342@rediffmail.com | Phone: 07021899769

**CAREER SUMMARY**

* Associated with Proto9 Materials Pvt Ltd as an Sr, Admin Executive since December 2022 and responsible for entire Operational related activities for corporate clients.
* Apart from Admin, involve and support the local HR for Talent Engagement activities and Managing the IT related issues.
* Rich and diversified experience in organizing, analysing, developing, and implementing various admin-related policies,
* Actively involved in streamlining and automation of various admin operations areas
* Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
* Good track record in building strong professional relationships with Senior Management.

**KNOWLEDGE AND EXPERTISE**

* General Administration
* Vendor Management
* Asset Management
* MIS
* Well-versed with MS -Word, PowerPoint, and Excel.

**PROFESSIONAL EXPERIENCE**

**Proto9 Materials Pvt Ltd Sr. Admin Executive**

**Dec 22 to till date**

**Details of Work Experience**

* Led and mentored a team of administrative staff, fostering a positive and productive work environment.
* Coordinated with various departments to streamline processes and improve communication.
* Responsible for all Administration Work, Asset Management and Event Management, Housekeeping, Facility Management,
* implemented cost-saving measures and optimized resource allocation.
* Research, prioritize and help team members resolve concerns related to operations or regular administrative tasks like rolling out the contracts, NDA’s, etc.
* Onboarding new vendors to the system with negotiated/profitable prices.

**PROFESSIONAL EXPERIENCE**

**Purple Style Labs Admin Executive**

**Nov 21 to Dec 22**

**Details of Work Experience**

* General Administration, Managing the facility management including Housekeeping & Security channels of the offices.
* Management, supervision of office boys and contract personnel. Daily Allocation of outdoor duties to Office assistants. Miscellaneous troubleshooting.
* Leading additional administrative tasks on an ad-hoc basis.
* Demonstrated ability to take ownership and a knack for getting things done in time and in full.
* Maintain adequate stock of Collateral materials, House Keeping materials, and stationery supplies; prepare a monthly report and analysis of the same.
* Responsible for all Administration Work, Asset Management and Event Management, Housekeeping, Facility Management,
* Placing orders for stationery, Hsk material, Pantry stuff and other required material for the company Keep track of the same by sending monthly MIS to the management.
* General Administration, Managing the facility management including Housekeeping & Security channels of the offices.
* Ensures that all office buildings and facilities are operated and maintained in a good condition.
* Monitor inventory of office supplies and purchase new material with attention to budgetary constraints.
* Manage the vendor AMC contracts and then negotiate the best value for money and purchase with vendors.
* Keeping track of Petty cash expenses, vendor payments, Service providers, electricity & other related facility/rent payments.
* Inputting all **Purchase Requisition** for stationary and other consumables required for the Branch / Business Units.
* Stock taking of all assets in office premises, tagging all the assets and verifying and keeping track of the assets list.
* Onboarding new vendors to the system with negotiated/profitable prices.

**PROFESSIONAL EXPERIENCE**

**Constellation Blu Management Service LLP Admin Executive**

**June 19 to Jan 21**

**Details of Work Experience1**

* General Administration. [Day-to-day admin work, coordination with **general vendor, Stock Inventory**, Supervising the Courier Dispatch of the Branch, Maintaining records of all documents and correspondence].
* Maintain adequate stock of House Keeping materials and stationery supplies; prepare a monthly report and analysis of the same.
* Responsible for all Administration Work, Asset Management and Event Management, Housekeeping, Facility Management,
* Coordinate with the consultancy for scheduling the interviews for various positions for the company.
* Manage the vendor AMC contracts and negotiate the best value for money and purchase with vendors.
* Management, supervision, and control of office boys and contract personnel. Daily Allocation of outdoor duties to Office assistants. Miscellaneous troubleshooting.
* Coordinate with external consultancy to schedule the candidates’ interview for the requirements.

**PROFESSIONAL EXPERIENCE**

**Auto forms Technical Coordinator / Admin Executive**

**Aug 18 to May 19**

**Details of Work Experience**

* Involves sending and replying to emails regarding inquiries, queries, etc., after coordination with the internal team.
* Involves coordinating with different internal departments (production, development, quality, tool room) and preparing progress reports for the day’s activities.
* Drafting emails/quotes for customers after discussion with the internal costing team.
* Collecting the required data from the entire department regularly and analyzing with report generation (using pivot table and V Lookup).
* Responsible for all Administration Work, Asset Management and Event Management, Housekeeping, Facility Management,
* Placing orders for stationery, housekeeping material, Pantry stuff, and other required material for the company.
* Maintain adequate stock of House Keeping materials and stationery supplies; prepare a monthly report and analysis of the same.
* Authorizing all vendor invoices for payments and vendor management of Housekeeping, Cafeteria, Transportation, etc.

**PROFESSIONAL EXPERIENCE**

**Vidal Health Services Pvt. Ltd Team Leader, Corporate Operations**

**Nov 13 to Dec 15.**

**Details of Work Experience**

* Presenting the HRA (Health Risk Assessment) to corporate employees.
* Budget Forecasting for every health camp at every location.
* Publishing the MIS to corporate on daily basis with regards to the participation of the health program.
* Publishing the MIS after the end of the health check-up with an analysis of the employee’s health and road map to improve the same.
* Rapport building and maintaining healthy business relations to retain existing clients.
* Coordination with the DC (Diagnostic center), ensuring that the corporate clients are given special attention, and handling invoicing for the DC.
* Scheduling the medical check-up appointments for the corporate employees.
* Managing the Data Entry team based out at Bangalore (HO).
* Providing quality customer service to the corporate by giving a one-time solution.
* To constantly work with the team members on process-related matters.
* Increase efficiency by initiating technical innovation and curtail manual intervention for creating all kinds of reports.
* Co-ordinate internally with all the departments of the company and externally with vendors and corporate.
* Liaise with IT for setting up new systems and also work towards the enhancement of existing systems.

**Tata Consultancy Services Limited** **(TCSL) Admin Assistant / Branch Lead, Corporate Finance**

**Vendor: Genius Consultant Pvt Ltd**

**Jan 10 – Nov 13**

**Details of Work Experience**

* General Administration. [Day-to-day admin work, coordination with **general vendor, Stock Inventory**, Supervising the Courier Dispatch of Branch, Maintaining records of all documents and correspondence, Handling the board lines]
* Issuing Entry Pass to selected candidates. Making the Associate, Service provider access card for Contract employees.
* Inputting all **Purchase Requisition in Purchase** **Module Ultimatix** (Intranet) for stationary and other consumables required for the TCS – Branch / Business Unit
* Stock taking of all assets in TCS premises, tagging all the assets and Verifying and keeping track of the assets list.
* Conference Booking of Board rooms, Video Con. Rooms, Discussion Rooms, and Coordination with Process Leader for Client Visits.
* Inputting all Finance Requisition in Purchase Module Ultimatix (Intranet) for the Payment of the Vendor of the TCS – Branch / Business Unit
* Management, supervision, and control of office boys and contract personnel. Daily Allocation of outdoor duties to Office assistants. Miscellaneous troubleshooting.
* Supervising Housekeeping associate & Security.
* Seat Allocation for a new joiner in Branch, Co-ordination with the HR team for desktop allocation and ID card.
* Maintain adequate stock of House Keeping materials and stationery supplies; prepare a monthly report and analysis of the same.
* To keep track of electricity bills, MTNL/Lease lines for payments & maintain a record of bills.
* To get the quotations, take the approval, & complete the process by arranging for payments to the parties for the renewal of the Annual Maintenance Contract
* To prepare and maintain the annual report on expenses and summary report.
* Co-coordinating with the corporate team to adhere to compliance with the State Laws and Central Laws.
* Responsible for timely renewal and upgrading of government licenses for the branch
* Arranging the local and domestics travel arrangement for senior management
* Part of the Admin team to manage the annual AGM of the TCS
* Timely review meeting with the vendors and stakeholders.

**EDUCATION**

* Bachelor of Science. Berhampur University, Odisha in the Year 2007

**COMPUTER SKILLS:**

* Others: MS Outlook, Lotus Notes, Excellent knowledge of the Internet.
* Operating Systems: MS-Windows2011 / 2010 / NT / XP/ Vista. / IBM Office ORG
* MS Office: MS-Word, Ms. Excel,

**CERTIFICATIONS / DIPLOMA:**

* Post Graduate in Diploma in Computer Application (PGDCA).

**PERSONAL INFORMATION**

* Date of Birth: 25th Mar 1985
* Marital Status: Married
* Sex: Male
* Hobbies: Badminton, Cricket, Music.
* Languages Know: English, Odia, Hindi, Marathi,
* Nationality: Indian
* Address: Room no 101, Maa Vaishnav Devi Appt.Talavali Gaon,.Rabale, Navi Mumbai 400701.