

# Curriculum Vitae

## Sanjib Debnath

B-103, Vedant Heights,  
Near Zydus School  
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Godahavi Gam, Ahmedabad,  
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## Skills:

- Clear and Verbal communication skill.
  - Excellent computer knowledge (MS Word, Excel, Power Point, Canva, managing access control in Matrix software & Preparing PR in Coupa Software).
  - Ability to Sell idea to management and employee.
  - Ability to work in a team and promote an atmosphere of teamwork.
  - Energetic and full dedication towards the work assigned.
  - Hospitality management skills.
  - Employee transportation management.
  - Vendor management.
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## Experience:

**Cimpress India Pvt. Ltd. (From September 2018 to Present)**

**Designation: Facility Coordinator**

### Job Rolls

- Managing Building Maintenance. (Ro Plant, Fire System, Hand dryer, HVAC, CCTV, Vending Machines)
- Managing Vendors. (Housekeeping, Canteen, Transport, Security & Technical, CCD)
- Managing Cafeteria & events (Cafeteria & event menu planning and operations).
- Handling access control (Matrix software).
- Handling employee transport and managing cab for Visitor (Route Planning, Coordination with transport supervisor for managing cab)

**Vision Hospitality Services & consultants Pvt. Ltd, Ahmedabad (April 2017 to February 2018)**

**Sanjay Maintenance Services Pvt. Ltd, Ahmedabad (June 2015 to March 2017)**

**Designation : Asst Admin**

**Client Name: Sophos Technology Pvt. Ltd**

### Job Rolls

- Managed Transport operations (Coordinating with drivers and transport vendors).
- Managed Housekeeping and Cafeteria operations.
- Managed Building Maintenance.

**Avans Facility Management Pvt. Ltd, Vadodara & Vapi (January 2013 to November 2014)**

**Client Name: Global Meridian Hospital & Haria L.G. Rotary Hospital**

**Designation : Unit Incharge**

**Job Rolls**

- Managed Housekeeping and Cafeteria operations
- Managed Hospital building Maintenance

**Riddhi Corporate Services. Rajula, Mundra & Amravati (March 2009 to June 2012).**

**Client Name:**

1. **Pipavav Shipyard Limited.** (As a Facility executive from March 2009 to December 2009)
2. **Adani Power Limited** (As a unit Incharge from December 2009 to April 2011)
3. **Indiabulls Power Limited** (As a unit Incharge from April 2011 to June 2012)

**Job Rolls**

- Managed Plant Housekeeping operations.
- Managed Plant canteen operations (Menu planning and canteen operations 24x7)
- Managed Guest House operations (Housekeeping, Maintenance & Guest canteen operations)

**Aramark Patman Services Pvt. Ltd. Agartala, Uttaranchal & Ahmedabad (February 2008 to February 2009).**

**Client Name: Ginger Hotels**

**Designation : Supervisor**

**Job Rolls**

- Supervised Hotel room cleanliness and hygiene maintained.
- Managed Hotel maintenance operations (Coordinate with MST for any kind of maintenance issue resolve)

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## Education

Board/School/University	Degree	Passing year	Result
Tripura Board of Secondary Education	10th Pass	2003	Pass
Tripura Board of Secondary Education	12th Pass	2006	Pass
National Education & Management (Ahmedabad)	Diploma in business Administration  (Hotel Management)	2007-2008	A-Grad

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## Personal Information:

- Name : Sanjib Debnath
- Father's Name : Gurudhan Debnath
- Date of Birth : 13th May 1986
- Born & brought up : Agartala (Tripura)
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Languages Known : Hindi, English, Bengali, Gujarati

**Date :**

**Place :** **Sanjib Debnath**