

# DIPANKAR MAHTO

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## SUMMARY

Responsible Marketing/PPMC, passionate about delivering outstanding quality and service. Offering 7 years of experience in industry with history of recognition for performance.

## EXPERIENCE

### Admin Incharge , Accumax Lab Devices Pvt Ltd ,September 2022 to Till date.

- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building and expanding on skills by engaging in educational opportunities.
- Co-ordination with SCM during renewal/change of Canteen Contract/Agreement
- Ensuring Compliance documents as required under various labour laws with respect to Canteen Management
- To maintain hygiene ensure quality service from the contractor, upkeep of canteen facilities and organize canteen services as per the requirement
- Responsible for checking the canteen bills for payment.
- Maintain cordial relationship daily interaction with canteen vendor committee members to ensure the quality service from the vendor.
- Quality check of ingredients food prepared.
- Ensure proper functioning of all RO water cooling system in canteen.
- Provide details/data required to process the Annual budget of canteen
- Checking the opening closing balance of canteen utensils on quarterly basis and doing regular inspection of cylinder, stove for its safety check.
- Co-ordination with SCM during renewal of Transport Agreement
- Timely review of routes and monitoring the schedule
- Ensuring Compliance documents as per Motor Vehicle Transport
- Prepare deduction statement and give inputs to payroll section for deductions.
- Providing support for the smooth functioning of the transport service in all the shifts.
- Processing the bill payment of Transport with in the stipulated TAT.
- Timely review of routes and monitoring the schedule
- Provide details/data required to process the Annual budget of transport & House Keeping.
- Responsible for planning, organizing and development of overall operation of the housekeeping
- Manage the daily activities of the housekeeping department to include appropriate cleaning of all offices, seating areas, washrooms and all public space
- Ensuring Up keep of House Keeping during External audits
- Horticulture Management:

- Maintaining development of greenery around the plant. Ensuring and maintaining landscaped areas, lawns and gardens clean and aesthetically beautiful.
- Pest Control Management
- To verify the activities done by the external agency.
- To coordinate with external agency in case of any specific requests from various departments.
- To maintain records of the entire program.
- Ensure Safety awareness drills across the zone
- Monitor and report security lapses (Electronic / Physical), Address the lapses, Ensure to take preventive measures
- Ensure AMC for all critical equipment on time and make sure that the equipment is serviced as per the AMC terms periodically
- Ensure to attend Help desk tickets regularly and send the closure report on time.
- Ensure & adopt cost saving
- Ensure CAB arrangements for TOP Management during their visit.
- Manage Business meetings with best possible rates within the allocated budget.
- Work Space Management allocation of seats as per business requirement in offices / Branches and recommend for reimbursement if necessary
- Responsible for Front Office activities like Courier, Postage, Telephones, Printing Stationery for various departments, EPABX AMC and timely payment to the Vendor

#### Marketing/PPMC Sr Executive, Shukra Pharmaceuticals Ltd, January 2022-to August 2022 Ahmedabad

- MIS report preparation from SAP
- Material Requirement Planning
- Material master data updation in SAP
- Making cost sheet.
- Taking care of market rates from purchased department.

#### Admin/ IT. Sr Executive, Shukra Pharmaceuticals Ltd, March 2018-December 2021 Ahmedabad

##### IT

.Install new network software releases, system upgrades, evaluate and install patches and resolve software related problems. Plan and perform system backups and recovery.

- Support, monitor, test, and troubleshoot hardware and software problems pertaining to the Local and Wide Area Networks (LAN/WAN). Recommend and schedule repairs.
- Escalate and work with IT management to resolve any complex requests related to PCs, printers, applications, and file security permissions.
- Remediate network security issues from both internal and external sources (including viruses, spamming and any unauthorized use of company network resources) utilizing anti-virus and anti-spam software tools to protect the Company's information assets.
- Operate in compliance with vendors' software licensing requirements and ensures it is kept at the desired level of currency.
- Maintain accurate inventory of PC hardware and software utilizing asset management tools.
- Maintain up-to-date PC firmware, MS Windows, antivirus and other software patch updates, ensuring user productivity.
- Assist outside vendors with the maintenance and troubleshooting of systems at multiple company locations.
- Stay abreast of technology developments, looking for ways to improve the Company's productivity in the use of information technology.
- Perform other related duties, as assigned, to meet departmental and Company objectives.

##### Admin

- Maintaining medical and staff records
- Tracking medical and office supplies

- Monitor budgets and prepare reports
- Maintain medical and staff records
- Track medical and office supplies stock
- Update patient health records, including admissions and insurance data
- Ensure compliance with current healthcare regulations

In Jan 2022 got promoted in Marketing/PPMC, Shukra pharmaceuticals ltd

Assistant Manager, Screen N Spice,

December 2013-February 2018Ahmedabad

Promoting films

- Training staff
- Handling complaints and customer quires
- Dealing with problems as and when they arise

In March 2018, I got promoted as Admin/IT, Shukra Pharmaceuticals Ltd

Sr Executive,

PVR Cinemas, April 2011-November 2013

Ahmedabad

Promoting films

- Training staff
- Handling complaints and customer quires
- Dealing with problems as and when they arise

EDUCATION

- Graduation

SKILLS

- Active listening skills.
- Communication skills
- Problem-solving skills

LANGUAGES

- English.
- Hindi
- Gujarati

Thanks & Regards,

(Dipankar B Mahto)

Date: \_\_\_\_\_