

Rupa Mohanty

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📍 Bhubaneswar, Odisha

Portfolio: <https://rupa0209.github.io/>

Summary

Efficient and detail-oriented Administrative Coordinator with 5+ years of experience in operations, process management, and interdepartmental coordination. Skilled in reporting, data analysis, scheduling, and internal communication to streamline workflows and improve efficiency. Proficient in MS Office, Tally, and project execution support. Seeking opportunities in administration, HR coordination, or operations management to contribute to organisational success.

Professional Experience

• Sai BioCare Pvt. Ltd. | Administrative Coordinator

July 2024 – Present | Bhubaneswar, India

- Streamlined interdepartmental coordination, reducing process delays by 20%.
- Optimized workflow efficiency, improving task completion rates across teams.
- Enhanced reporting accuracy, enabling better decision-making for management.
- Implemented standardized meeting protocols, ensuring effective documentation.

• Gayatri Devi Group | Administrative Executive

June 2022 – June 2024 | Bhubaneswar, India

- Improved client communication, increasing customer satisfaction and response times.
- Managed travel & event logistics, reducing operational costs by 15%.
- Automated invoice processing, cutting down manual errors and processing time.
- Developed structured documentation practices, improving information accessibility.

• Kemron Lubricants | Administrator

July 2019 – May 2022 | Bhubaneswar, India

- Supervised financial records, invoicing, and inventory tracking.
- Provided administrative support, procurement handling, and process improvement.
- Managed data entry, document control, and internal reporting.

Skills & Competencies

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| • Administrative & Operations Management | • Interdepartmental Coordination & Communication | • Report Preparation & Data Analysis |
| • Meeting & Appointment Scheduling | • MS Office (Excel, Word, PowerPoint), Tally | • Project Execution & Documentation |
| • Process Monitoring & Compliance | • Customer Service & Stakeholder Engagement | • Problem-Solving & Process Improvement |

Technical Proficiency

- Project & Task Management:** ClickUp, Asana
- Accounting & ERP Software:** Tally ERP 9
- Data Analysis & Reporting:** Report Preparation, Data Compilation
- Process & Workflow Management:** Workflow Coordination, Process Monitoring
- Communication & Documentation:** Meeting Scheduling, Internal Communication
- Other Tools:** Email Management, Internet Research

Education and Certification

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| • Tally Certification, Wisdom Institute, Cuttack | (2019) |
| • Bachelor’s in Sociology, Ravenshaw University, Cuttack | (2018) |
| • Higher Secondary (12th Grade), Ravenshaw Junior College, Cuttack | (2015) |
| • Secondary (10th Grade), Kendriya Vidyalaya No. 1, Cuttack | (2013) |