

ANKUSH JENA

Mobile: +91-8249071198, Landline: 0671-2954370, Email:jenaankush@gmail.com

PROFILE

- ✓ 4.10 Years of experience in Zuventus Healthcare Ltd, Kumrek, Sikkim.
Working as HR Officer.(From 13.11.2017 to 01.10.2022)
- ✓ 4 Years and 4 month of experience in THERMAX INSTRUMENTATION LTD.(April 2011 to August 2015)
Worked as Site Administrator and Store incharge.

PROFESSIONAL EXPERIENCE

- Zuventus Healthcare Ltd. Kumrek ,East Sikkim (November-2017 to October-2022)

FUNCTIONAL EXPERIENCE

Human Resource:-

1. Screening & short listing candidates sourced through self data bank, consultants or portal (Naukri) and validating them on their experience.
2. Conducting Interviews, if selected then arranging for pre employee medical test.
3. Preparing Salary fitment & offer letter. After fit medical test releasing the offer letter to the desired candidate.
4. Regularly following up with candidates till they are on board.
5. Ensuring background and references checks before completing the Joining process.
6. Arranging the induction and training program for new joiners.
7. Ensuring that the retention of the high performing Employees should be improve by 10% of the current retention rate.
8. To co-ordinate and complete Performance appraisal procedure of employees.
9. Manpower Planning:-Coordinating with Dept. Heads to supply adequate manpower according to their planning. Also coordinating with labour contractor/ Supervisors for providing sufficient manpower.

Administration:-

1. Linen & Laundry Management: - Ensuring cleaning & smooth distribution of linen to all staffs & manpower as per SOP. If found some problem in the laundry machines, then try to make it fixed within limited time period by coordinating with Engg. Dept.
2. House- keeping:- Regular visit in every dept. along with boiler & utility area to monitor Housekeeping activity, manpower, and log books. If found some problem, then try to resolve it by talking to H.K supervisors along with area officers.



3. Guesthouse Management:- Regular visit to guest house for ensuring proper cleaning & maintenance. Monitoring inventories & feedback forms when ever guests check in or check out.
 4. Inventory Management:- Raising annual for stationary & housekeeping materials in SAP. Continuous follow up with Purchase Dept. for early arrival of items. Distribution of items to respective Dept along with maintaining stock in SAP.
 5. Payroll:- Preparing the monthly attendance sheet of manpower vendor(Ranstad) & Apprentice for their salary credit.
- Thermax Instrumentation Ltd, IMFA Site, Choudwar ,Odisha (April 2011-August 2015)

FUNCTIONAL EXPERIENCE

1. Input data into the database, provided administrative support, maintained store sample inventory, organized business lunches and dinners, and prepared sales reports for store.
2. Key accountabilities included administrative functions preparing activity / ad-hoc / expense reports, confidential correspondence, ordered products with attention to detail, and coordinated travel itineraries.
3. Directed and supervised stores functions office inventory, filed daily reports, data entry,.
4. Managed all administrative facets, coordinated through mails, ordered all office supplies.
5. Professional representation as first point of contact implemented initiatives to ensure the smooth functioning of a busy reception area, greeted guests, and efficiently managed operations of the extremely demanding sales support staff including Vice Presidents, and accurate billing.
6. Provided exceptional customer service, managed floor staff, maintained functionality of all equipment, organized entire stock area, and bank deposits
7. Accounts payable - Receiving orders and reconciling invoices, timesheets and Payroll reconciliations, Arranging travel and accommodation for site based personnel, Preparing site documents and communications, Maintaining personnel files, General telephone enquiries, Inflow and Outflow of equipment, Documentation Control.
8. Handling logistic activities like dealing with freight reverse shipping, communications during transit, storage and warehousing.



FUNCTIONAL SKILLS

- Handling logistic activities
- Executive Office Management
- Stocking and Supplies
- Reception Duties
- Customer Relations
- Recruitment Process along with Administrative Support
- Billing Processes
- Purchasing and Inventory
- Filing
- Documentation as per SOP(Maintaining logbooks)
- Efficiency Improvements
- Travel Coordination
- Critical Problem Resolution

EDUCATIONAL QUALIFICATION

- Master in Business Administration with Specialization in Human Resource Management with 70.6% from Punjab Technical University in 2012.
- BACHELOR in Arts with 51 % from Shri Jagannath Sanskrit Vishwavidyalaya in 2010.
- CLASS 12th (C.H.S.E) with 52 % from G.I College, Shankarpur in 2003.
- CLASS 10th (C.B.S.E) with 49 % from Kendriya Vidyalaya, Choudwar in 2000.

SOFTWARE COMPETENCIES:

- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Microsoft Windows (XP, Vista, Windows 7)
- SAP

PERSONAL INFORMATION

Father's Name : Sushanta Kumar Jena
Date of Birth : 10-01-1985
Gender : Male
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi, Odia.
Permanent Address : C/O- Sushanta Kumar Jena
Housing Board Colony, Choudwar,
Post-Charbatia
P.S-Choudwar, Dist.-Cuttack (Odisha)
Pin Code: 754028.



DECLARATION:-

I do hereby declare that all the information stated above is true, complete, and correct according to the best of my knowledge and Belief.

Place:

Signature

Date:

(Ankush Jena)

