

Sulagna Saswati Pattanaik



PROFESSIONAL SUMMARY

To work with your esteemed organization where I can utilize my skill set through hard work and dedication; contributing to the growth and development of the organization

CONTACT

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Address- Hyderabad

LANGUAGES

English

Hindi

Odia

Telugu

WORK EXPERIENCE

06/2022 - till date

Office Administrative Manager Alliantgroup talent India pvt ltd | Hyderabad, Telangana

- Transport management with software
- Vendor management
- AMC renewal with OEM

02/2021 - 05/2022-**Asst.Facility Manager** Alliant Group

- Talent Indian
- Pvt td by JLL Hyderabad

10/2019 - 01/2022-**Facility executive**

- in UBS by JLL Hyderabad
- Was awarded By UBS as a STAR OF THE YEAR 2021.

03/2018 - 07/2019-**Front Office Manager Hampshire Plaza Hotel** | Hyderabad

02/2017 - 03/2018-**Duty Manager** Aditya Park

- Hotel(SAROVAR GROUP), Was done the Managerial Training Successfully By SAROVAR GROUP as a, Front Office.

01/2015 - 02/2016-**Senior office Manager** Hotel Green Park | Hyderabad

- By Alliantgroup india talent pvt ltd from 1st june'22 to till date
- Appreciated by designated team and US leadership for working style and dedication.

09/2014 - 12/2014-**Front office Executive- Mercure Hotel ABIDS**

- Previously its known as Mercure bilongos from Accor group)
- Worked as a GRE(Guest Relation Executive) but act as a Duty Manager from 13th February

01/2014 - 09/2014 - **Leonia holist8c Destination** Hyderabad

- Worked as a Front Office Executive for 550 inventory.

12/2010 - 01/2012-**Housekeeping Associate** TRIDENT HOTEL | Bhubaneswar

- Completed six Months of Industrial Training in all major dept., Was selected from the hotel for next O.C.L.D as an internal candidate
- Worked in Leonia Holistic Destination at Secunderabad as a Front Office Executive from

06/2012 - 01/2014-**Supervisor** Swosti Group of Hotels (P) LTD | Bhubaneswar

- After six month got the promotion from

EDUCATION

2014

Bhubaneswar-Odisha

Graduate

Utkal University

2010

Cuttack

Diploma in Hotel management

Xavier college of hotel management

SKILLS

- Team job
- Excel
- PowerPoint
- Excellent
- Good
- Excellent

CURRENT WORKING CRITERIAS

06/2022 - CurrentOffice Administrative ManagerAlliantgroup talent India pvt ltd | Hyderabad, Telangana

- Answered department emails within target timeframes to meet company communication targets.
- Managed office correspondence, including emails, phone calls and mail, efficiently and promptly.
- Oversaw effective file management to keep office records up-to-date.
- Coordinated weekly meetings and appointments for office staff.
- Communicated with office managers to understand department priorities and workload.
- Generated comprehensive quality reports, presentations and spreadsheets, delivering to management within agreed deadlines.
- Maintained strict confidentiality and discretion when processing sensitive data and information.
- Communicated with staff through various internal platforms to keep colleagues informed of office updates.
- Assisted with monthly office stock levels, conducting physical counts and reconciling with stock management system.
- Greeted and welcomed visitors, alerting relevant staff of guest arrival.
- Managed smooth HR process for new starters, setting up on systems and issuing contracts to make easy transition into company.
- Raised purchase orders, liaising with suppliers to keep all orders delivered on time and in full.
- Maintained standardised accounting records to support financial controls.
- Made travel arrangements for staff on business trips, liaising with individual staff members to accommodate all requirements.
- Completed data processing and processing orders into relevant systems to keep records and documentation up-to-date.
- Implemented and adhered to company's security and safety procedures to maintain staff wellbeing.
- Set up staff development schemes for continued team progression.
- Kept team in compliance with office policies, safety processes and industry requirements.
- Reviewed work results against objectives and identified staff knowledge or skill gaps.
- Maintained team harmony by resolving grievances and assisting with conflicts.
- Tracked key metrics and prepared reports outlining activities and financial details.
- Organised training to teach new office workers in processes and important policies.
- Established clear procedures for team work, document tracking and data reporting.
- Scheduled workers and allocated resources for routine office operations and special projects.
- Coordinated fast, accurate clerical work for forms, files and general data entry.
- Helped team produce quality work using desktop publishing applications.
- Assisted associated departments with clerical and administrative support.
- Ordered cost-efficient office supplies and stationery to meet operational requirements.
- Delegated office administration tasks for smooth front-of-house management.
- Operated equipment to exceed production targets

ACHIEVEMENT

- Appreciated & awarded By client team at UBS.
- Completed Managerial Training.
- Best employee award received