

RESUME

Kamal Lochan Sahoo
PricewaterhouseCoopers
H. Thandiraimage, 3rd Floor
Roshanee Magu
Male`
Republic of Maldives
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Personal Profile:

Name: Kamal Lochan Sahoo
Date of Birth: 4.6.1988
Status: Single
Languages Known: English & Hindi

Permanent Address: Kamal Lochan Sahoo
Flat No 205, Swarnalata Apartment
Rasulgarh, Near IMFA Office
Bhubaneswar, Pin- 751010
Orissa, India

Career Objective:

A Graduate with a Master's Degree in Human Resources, diligent and sincere, looking for an opening in a fast paced, growth oriented organization, to carve out a responsible position where I can utilize my skills and in tandem develop new ones.

Employment History

Current Place of employment: **PricewaterhouseCoopers (PwC), Male`, Republic of Maldives**
Position: **HR & Admin Manager**
Job commencement date: **7 February 2008 to till date**

Company Profile:

PwC is one of the world's largest professional services firms in the world spanning five continents with an international presence in 158 countries with over 250,930 professionals worldwide servicing more than 500 of the Fortune 1000.

My Job Role:

HR Responsibilities:

Executing and Managing all HR related work in the firm including – **maintaining employee files, maintaining attendance register, advertising for new vacancies, assisting in interviews, maintaining the leave register, managing visa and work permit related work, assisting in training programs, calculating the monthly Maldivian pension contribution, preparing the payroll** for all employees in the firm.

- Conducts new-employee orientation.
- Assumes other duties as assigned by the HR Director or the CEO.
- Coordinates executive travel plans and other arrangements as needed.
- Knowledge in various employment laws and practices.
- Updates employee phone directory and company organization chart. Maintains a database of employee contact information.
- Keeps employee records up-to-date by processing employee status changes in a timely manner.

Administrative Responsibilities

In addition to HR work I also assist in day to day activities of the firm, some of my duties include:

- Ensuring Compliance with internal administration policies of PwC.
- Handling cash and proper reconciliation Cash Book.
- General Office Administration.
- Prompt and immediate response to all client telephone enquiries relating to administration work.
- Ensuring regular payments to suppliers.
- Responsible to raise all sales invoices, reconciliation with invoice register and timely follow up for collection.
- Based on requisition, call for quotation and raise purchase orders Preparation of audit proposal and quotation and ensures timely submission.
- Booking/reservation of hotel rooms for senior staff who are travelling abroad
- Co-ordinates when required internal and client meetings.
- Maintain professional working relationships with other team members, practice support, client staff.
- Carry out any other administrative and or secretarial tasks that arise on a day to day basis.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- File and retrieve corporate documents, records, and reports
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepare responses to correspondence containing routine inquiries.
- Managing filing systems;

Work Exposure

- Ability to understand and follow verbal written instruction; and comprehend written material.
- Ability to establish and maintain effective working relationships.
- Proofreading and editing documents for grammar, spelling, syntax and style in documents.
- Ability to record, file and transmit information.
- Ability to communicate effectively both verbally and in writing.

Computer Knowledge

- Advanced skills in MS-Office based packages - Word, Excel and PowerPoint.
- Internet & email usage knowledge - Lotus Notes, Maintain the server taking backup on a daily basis.
- Formatting of computers and solving issues related to computer operations.
- Using a range of office software, including email, spreadsheets and databases

Professional & Educational Qualifications

Sikkim Manipal University, India

Master Degree

Master of Business Administration - Specializing in HRM

Bachelor Degree - B.A.

University : Utkal University, India

Stenography (English): SCTE & VT (typing)

Area of Interest

1. Human Resource Management
2. Information Technology
3. Office Administration

Reference

Name: Mr Akash Patnaik

Position: Senior Consultant & Delivery Manager

Company: Infosys

Email- simply.akki@gmail.com

Contact No: +91 8390103606

Name: Mr Puneet Sharma

Position: Yoga Meditation and Spa Therapist

Company: Cheval Blanc -Maldives

Email- puneet.s1991@gmail.com

Contact No: +960- 7463862

I certify that the above information is accurate according to the best of my knowledge.

Date:

Kamal Lochan Sahoo