



## D. Sunita Patnaik

D/o Late Mr. D. L. Murthy

Email: [sunitapattnayak@gmail.com](mailto:sunitapattnayak@gmail.com)

SkypeID: usharani patnaik

Mobile : +91-8527662272

**Mailing Address:**

D 75 Top Floor , Pandav Nagar,  
New Delhi-110092

### WORK EXPERIENCE (13 years)

Organization	Period/Year	Position	Job Spectrum
National Institute of Communicable Diseases (NICD) Ministry of Health & Family Welfare Government of India	Dec 2005 to Aug 2007	Admin Assistant	Key responsibilities involved comprehensive documentation of extension activities undertaken by the institute during the period. Contractual Assignment
Nehru Yuva Kendra Sangathan (NYKS) Ministry of Skill Development, Youth Affairs and Sports Government of India	Aug 2007 to July 2008	Administrative Assistant	Provided administrative input/support pertaining to field implementation of awareness programmes on HIV/AIDS undertaken by NYKS. Contractual Assignment
Medicines Sans Frontiers An International NGO (Belgium) at its Delhi office	Aug 2008 to Dec 2008	Front Office Assistant	Independently managed the front office as well as provided facilitation inputs to the Administration Department.
Room to Read US Based NGO at its Delhi office	Since January, 2009 to Feb 2016	Administrative Assistant	Reporting to the Sr .Admin Officer  Reporting To CEO
Keventers	Since March 2016 to till March 2019	Executive Assistant	

### CURRENT ENGAGEMENT PROFILE

#### Principal Responsibilities

- Σ Vender Management & Supply chain Activities-Collection of quotations, negotiating prices and executing decisions for purchase of office supplies.
- Σ Inventory Management Activities-Maintaining records of incoming and outgoing materials, records for current inventory.
- Σ Organize & coordinate meetings, seminars and training programs

- Σ Office Management & Record Maintenance-Coordination Project manage the fit out of a new location with associated vendors Forecast and prepare yearly budgets for Facility upkeep and maintenance. Review and revisit budgets monthly to explain variance. Event management, travel management – Negotiate contracts or rates Develop strategic policies and programs for corporate travel Handle and oversee all travel arrangements and operations Coordination with Vendors for Agreements/ Contacts & its renewal Allocate and manage facility space for maximum efficiency Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking, implement best practice

processes to increase efficiency  
 Handle entire property maintenance i.e. electrical, plumbing, mechanical, general facility management etc. Maintenance & Operation of facilities that covers:  
 General housekeeping  
 Security

Transportation

UPS

Managing Pantry services for general office areas & cooperate conferences/Meetings

Pest

Control

Office related civil & carpentry work  
 All reasonable company related work above and beyond those stated

within the scope of this profile (time to time)

Overall tracking of contractual/Non contractual vendor invoices processes & follow up on vendor payments.

Maintaining, supervising and planning the movements of inventories in the administrative stores.

Ensure overall security of the facility. Maintenance of security systems/ fire protection systems. Define & impart training on safety practices & security systems.

Monitor renewal of annual maintenance contracts for various utilities and renewal of leave and license agreements

Liasioning with Govt. authorities like Municipal Corporations, MPCB, Electricity Board, statutory corporations etc.

Whenever required Incorporate the best standards of energy conservation practices.

Coordinating and facilitating set up of communication meetings, special events, exhibition and seminars.

Reviews and/or revises programs in the assigned area of responsibility to ensure compliance of operations with laws, regulations, policies, plans, and procedures.

Participate in the development of budget requests and the monitoring of expenditures according to budget allocations/appropriations, and recommends and/or initiates cost saving measures.

Specialization in handling Back Office Operations, Inter-Office Correspondence, Confidential Mails, Quotations, Monthly Billing, cheques etc.

Maintain cooperation and positive relations with staff, contractors, public officials, and the general public.

### Additional Tasks

- Σ Online bill payment and tracking of bills and Invoices.
- Σ Online data feeding and travel bookings.
- Σ Maintaining and distribution of weekly schedules for staff.
- Σ Assigning project based work for support staff.
- Σ Support activities like data entry and verification, data scrutiny and inputs for report writing
- Σ Create and modify documents using Microsoft Office.
- Σ Updating addresses & contact coordinates at regular intervals.
- Σ Documentation of confidential and General Files.
- Σ Perform other duties like photocopying, faxing, mailing and filing of duties.
- Σ Maintaining hard copies and soft copies through electronic filing system.
- Σ Signing for and distributing UPS/Fed Ex/Airborne packages etc.

- Maintenance of records of staff, admin staff, IT staff and program staff, office accommodation, phones, parking, company credit cards etc.
- Maintenance of imp rest money.
- Insurance work like as health insurance, accidental insurance etc.
- Renewal of insurance policy, settlement of insurance claiming etc.
- Coordinate with the unit offices on the details of scrapping of inventory items, their location and status.
- Follow up with the field units for stolen/theft item and ensure necessary approvals for scrapping.

## ACADEMIC QUALIFICATIONS

Year	Degree	Institute
1996	B.A.	Berhampur University, Odisha
1993	Higher Secondary Examination	Council of Higher Secondary Education, Odisha
1991	High School Certificate Examination	Board of Secondary Education, Odisha

## PROFESSIONAL TRAINING

- Σ Post Graduate Diploma in Computer Application
- Σ Vocational Training in Social Work
- Σ Professional Development and Communication skill

## TECHNICAL TRAINING

- Σ Knowledge of MS Office (Microsoft Word, Excel, PowerPoint, Access) & Front
- Σ Typing speed of 50 wpm

## BASIC AREAS OF STRENGTH

Core Strength	Σ	Independent organization of operational inputs in the areas of basic office management, coordination build-ups with different departments, front office, admin, financial functions
	Σ	Providing excellent support services for field activities, monitoring of on-going programs and research activities.
	Σ	Upholding basic traits of transparency, dedication and team work
Subsidiary Strength	Σ	Speed and accuracy in documentation
	Σ	Deliverable preparation and timely submission

## PERSONAL INFORMATION

Date of Birth	25 <sup>th</sup> June, 1976
Domicile & Languages Known	Domicile of Orissa Knowledge of English, Hindi, Telugu and Oriya
Marital Status	Single

Page-2

(D. Sunita Patnaik)  
New Delhi

