

CURRICULUM VITAE

APPLIED FOR THE POST –

MR.BIPIN BIHARI BHUNYA

Medical bank colony

6th lane,Berhampur,Ganjam

Odisha,pin-760004

Contact No: +918480926415

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SCHOLASTICS

- *H.S.C. From B.S.E, Orissa In The Year 2005*
- *+2 Arts from C.H.S.E, Orissa in the Year 2007.*
- *+3 Arts Berhampur University In The Year 2010*
- *MBA Disha College of Management In the year 2013*
- *English Type Writing*
- *MS Office, And Windows 7 with XP and Internet Application*

STRENGTH

- *Self-initiative and motivated.*
- *Ability to deal with people.*
- *Positive attitude.*
- *Completely Dedicated in My Work*

FUNCTION SKILLS

- *Business Support*
- *Executive Sales Management*
- *Customers Relations*
- *Customers Services*
- *Administrative Support*
- *Purchasing And Inventory*
- *Documentation*
- *Legal*
- *Wage Register*
- *Operation*

EXPERIENCE

SAMRUDDHA JEEVAN FOODS INDIA LTD

- *Working Was a CSC IN-CHARGE At SAMRUDDHA JEEVAN FOODS INDIA LTD,Odisha State since December 2010 to January 2015*
- *Handling Administration Of 7(Seven) Branches And Maintaining Professional Decorum At The Workplace Through Admin Dept*
- *Handling All The Payroll Process And Accounting Approximately Seven Hundred Employees*
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- *Detail Working & Maintaining Accounts Of Provident Fund, Gratuity Fund Employee Fund Etc.*
- *Handling Employee Advances And Marketer Loans Against Orc*
- *Ensuring Smooth Functioning Of Team Members And Marketing Members*
- *Motivating, Guiding And Leading The Branch Support Staff In Order To Be Efficient*
- *Verification Of Daily Business Summary With Accounts Report*
- *Making Target Sheet Every Month*
- *Making for Shop Act and Labor license for Every Branches in Odisha State*
- *Lease license Agreement and guest House Agreement Renewal With updated every Years*

SURAKHYA BHUBAN INTERNATIONAL SERVICES

- *Working Was A ADMIN EXECUTIVE FOR SURAKHYA BHUBAN INTERNATIONAL SERVICES ,Berhampur Odisha State On Dated March 2015 To As June 2017*
- *At, Or Above The Customer's Lead, Direct And Manage Site Operations To Ensure That The Operations Staff Executes Service Agreements Standards*
- *Planned And Monitored Daily Staffing Schedules And Adjusted Accordingly To Ensure Adequate Staffing Levels That Support Operational Demands And Business Objectives*
- *Managed Revenue And Expenses To Reflect Budget Constraints*
- *Daily Tracking Of Project Efficiencies And Compiled Data For Daily, Weekly And Monthly Analysis*

SMART ODISHA INFO SOLUTION

- *Working was a BDM for Smart odisha info solution bhubaneswar odisha on dated march-2018 to may-2019*

AROHAN FINANCIAL SERVICES LIMITED

- *Working Was a Regional Admin Executive (Sambalpur Regional) At Arohan Financial Services Limited Odisha State On Dated June 2018 to 10th November 2018*
- *Handling Administration Of 27(Twenty Seven) Branches And Maintaining Professional Decorum At The Workplace Through Admin Dept*
- *Also Manage with Regional Petty Cash Account on daily Basis Action plan for Regional/Branches Complaints Including Trade license & Shop & Establishment compliance and Electrical Commercial Meter etc.*
- *other necessary labour Acts. Managing Branch level administrative issues, keeping in the Mind,*
- *Lease license Agreement/Guest House Agreement Renewal with updated Every Year,*

SATIN CREDITCARE NETWORK LTD

- *Working As a Regional Admin Executive (Bhadrak Regional) At Satin Creditcare Network Limited Odisha State On Dated 16th November 2018 to 23rd Nov 2019*
 - *Responsible for maintaining the Records of Office Inventory*
- Distributing the Stationary As per Requirement and keeping the Record Checking the Availability of Stationary and Other Required things and Ordering for them.*
- *Coordinating with the All Vendor and Monitoring with Housekeeping, Pantry boys on Regular basis*
 - *Make Records of the Office Asset with AMC Ac, UPS, Induction Cooker and Inverter handling for AMC,*
 - *Prepared Admin & Facility Daily Reports and Updated the Same Reporting to Higher Authority*
 - *Solved the Administrative and Facility Problems on daily Basis to VIP Guests- Transport, Hotel Stay Etc.*
 - *Responsible for Handling The Petty Cash On Regular Basis*

RAHICARE PRIVATE LIMITED

- *Now Working As a Regional Manager (Western Odisha) At Rahicare Private Limited (As A PPP Government health and Family Welfare Department Odisha) On Dated*

24th January 2020 to As yet

EXTRAMURAL ENGAGEMENTS

- **Sports** : *Cricket*
- **Interest** : *Watching and collecting data about cricket, Surfing the net,*

PERSONAL DOSSIER

Father's Name : *Mr. Narayan Bhuyan*
Date of Birth : *15th May'1990*
Marital Status : *Unmarried*
Gender : *Male*
Religion : *Hindu*
Nationality : *Indian*
Community : *General*
Language Known : *Read, Write & Speak*
English, Hindi & Oriya.
Preferred Location : *South Orissa*

Date

Place: *Berhampur,*

BIPIN BIHARI BHUNYA