**PRABIN KUMAR BISHOYI**

**Bhubaneswar, Odisha \* 9861397025 \*** [**prabin.bishoyi5@gmail.com**](mailto:prabin.bishoyi5@gmail.com)

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Created real-time web applications, complex front end and back-end management systems including content management, e-commerce, customer relations and communications interfaces. The projects based on PHP in conjunction with various other Web Development technologies. Designed layouts and templates for various small companies and individuals.

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**2018-04- 2020-05**  **Senior Executive (HR & STORE)**

**Quantum Global Infratech Ltd (Quantum India Group)**

* Preparing Final settlements, Gratuity, leave salary and all employee benefits.
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for workers, trainees & officers.
* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcause notice, experience/service certificate, relieving letter, etc.
* Maintain records for material/inventory In & Out for different sites, corporate & Branch Office.
* Issuing uniform and maintaining miss report of employee records.
* Distribution of housekeeping site according to client requirements.

**2014-09 – 2018-03** **Sr. Executive (FO & CR)**

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**Chatterjee Cleaning Arts Services Pvt. Ltd**

* New site Survey & opening.
* Speaking with client & making Business for Company
* Organise workflow to meet client time frame.
* Meeting with client & handling the service related issues
* Preparing Deployment Report, reliever report of manpower staff
* Preparing MIS report.
* Daily manpower status reporting to H.O.D.
* Handling Petty cash & sending the required bills to H.O
* Providing Uniform to the HK personnel According to the requirement
* Loop closing by mailing the client with proper satisfaction
* Checking & maintaining the proper office maintenance
* Managing the sales of housekeeping products for different client periodically.
* Monthly visiting client for the upcoming product requirements according to the demands.

**01-2011 – 06-2011**

**Associate Consultant**

**Diffion consulting LLP.**

* Working with SEO, keyword and digital marketing .
* Design the web page by analyzing it .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EDUCATIONAL QUALIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| Qualification | Institute | University / Board | Year of Passing | Percentage (%) |
| Masters in Computer Application | INDUS COLLEGE OF ENGG, Bhubaneswar, Odisha | B.P.U.T, Orissa | 2011 | 74.2% |
| Bsc | Maharshi College of Natural Law,  Bhubaneswar | Utkal university,  Bhubaneswar | 2008 | 51% (aggt)  52.22% (hons) |
| +2 sc | Bijupattnaik college of science & education , Bhubaneswar | C.H.S.E | 2004 | 50% |
| 10th | D.A.V Public School,Bhubaneswar | C.B.S.E | 2002 | 61.8% |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PERSONAL INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Father’s name** : Late Mr. Sachidananda Bishoyi
* **Date of birth** : 26th Nov, 1986
* **Nationality** : Indian
* **Marital Status** : Married
* **Languages known** : English, Hindi & Oriya
* **Permanent address** : C/o Late Mr.Sachidananda Bishoyi

Plot no:-f/14,N.A.C Flat,Unit-3

Kharvel Nagar, Bhubaneswar

Pin-751001

Dist – Khurda, Odisha

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DECLARATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I consider myself well familiar with my related branch and I believe that my knowledge is well cultured to serve for your company. I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place**: Bhubaneswar

**Date**:  **Prabin Kumar Bishoyi**