

# RESUME

**Name- Nishikanta Panda**

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## Career Objective: -

To seek a challenging position of strategic importance in the organization by making contribution to the best of my abilities and to sharpen my own skills in due course. I will deliver to my best in whatever, I do and constantly work at making my performance even better thereby add to the success of the organization that I work for.

## Career Highlights: -

- Facility management
- Office Administration
- Petty cash management's.
- Travel arrangement's.
- Vendor management.
- Employee's engagement.
- Security management.

## Qualification: -

- Pass out post Graduate diploma in hotel management (PGDHM) from NATIONAL INSTITUTE OF HOTEL MANEGMENT B.B.S.R under UtakalUniversity of Culture (2010to 2011)
- Pass out (B.A) Bachelor of Arts from Sambalpur University (2006 to 2009).

## Work Experiences.

- Worked as Senior executive administration on the Payroll of Team Lease, in Saint-Gobain August 2016 to till date.
- Worked with Dibetacare as administration executive (Oct-2013 to June 2016)
- Worked with HCG hospital as administration associates (May-2011 to Sep-2013)

## **Job Responsibility: -**

- 1) Working with corporate office handling more than 1000 employee regarding admin related work, soft services, joining formalities, exit formalities etc.
- 2) Planning and Maintenance of physical environment & space utilization. Manage/ supervise all construction, renovation, and interim decoration work of the facility.
- 3) Oversee facility refurbishment and renovations
- 4) Ensure compliance with health and safety standards and industry codes
- 5) Supervise maintenance and repair of facilities and equipment
- 6) Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking implement best practice processes to increase efficiency.
- 7) Handle entire property maintenance i.e. electrical, plumbing, mechanical, general facility management etc.
- 8) Independently handle, supervise and have command over Caterers, Transporters, Garden, Security, Telephones & Contract laborers.
- 9) Plan, co-ordinate and supervise preventive maintenance check for key utilities viz. D.G.Sets, Chiller, AHU Units, UPS & other utilities.
- 10) Maintaining, supervising and planning the movements of inventories in the administrative stores.
- 11) Monitor renewal of annual maintenance contracts for various utilities and renewal of leave and license agreements.
- 12) Coordinating and facilitating set up of communication meetings, special events, exhibition and seminars.
- 13) Specialization in handling Back Office Operations, Confidential Mails, Quotations, Monthly Billing, , Etc.
- 14) Managing Administrative Activities Involving Purchase of Equipment, Maintenance of Procurement, Housekeeping, Safety, Security.

## **Personal Details**

- Date of Birth : 05 April 1985.
- Marital Status : Unmarried.
- Nationality : Indian.
- Sex : Male.
- Languages Known : English, Hindi & Kannda.

## **Strength:-**

- Dedicated to work.

- Simplicity and punctuality.

**Hobbies & Interest:-**

- Travel
- Cooking

**Declaration:-**

I hereby declare that all the above-mentioned facts are true to the best of my knowledge and believe. I bear the responsibility for the correctness of all the above-mentioned particulars.

**Place: - Bangalore.**

**Date: -**