

CURRICULAM VITEA

PINAKI MISHRA

PH : 9831079267 / 9123300926

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Address : 18/2/1/1, Balaka, Thakurpukur Kolkata – 700104



Executive Summary

Professional with 12+ years of Experience in Facility Management / General Administration, Branch Infra & Administrative Finance Planning. I have strong ability to maser situation Quickly, Innovating & adaptable to changing Environment. I am proficient at managing people, Maintain healthy employee relation, handling employee grievances thus creating an progressive & transparent Environment. I am a Keen Communicator with the ability to people across all level.

Working Experience

Dhani Healthcare Limited

Assistant Manager Admin

Duration : 6th Apr-21 to Present

KRA :

- Property Searching,
- Opening of New Branches,
- Supervising Facility of Branches,
- Asset Management
- Vendor Bill Processing
- Preventive Maintenance of AC / DG / Printer / Scanner / Electrical Equipment
- Inventory & Stationery Management
- Security Management
- Space & Building Management
- Vendor Development

Magma Fincorp Limited

Deputy Manager – Administration

Duration : 16th Jul 2013 to 5th April-21

KRA :

- Asset Management Budget & Expenses Management
- Maintaining MIS
- Vendor Bill Processing
- Preventive Maintenance of AC / DG / Printer / Scanner / Electrical Equipment
- Cafeteria Management
- Inventory & Stationery Management
- Security Management
- Vendor Development & Management
- 3rd Party Payroll Management
- Admin Related Service & Asset Procurement Management

Milestone Brandcom Pvt Limited

Sr. Executive – Commercial

Duration : 8th Aug 2011 to 13th Aug 2012

KRA

- Asset Management
- Budget & Expenses Management
- Maintaining MIS
- Vendor Bill Processing
- Preventive Maintenance of AC / DG / Printer / Scanner / Electrical Equipment

- Cafeteria Management
- Inventory & Stationery Management
- Issue Purchase & Sale Order
- Vendor Development & Management
- Payment Collection
- Admin Related Service & Asset Procurement Management

Prodigy Communication & Marketing Pvt Ltd

Sr. Executive – Admin & Commercial

Duration : 8th Aug 2011 to 13th Aug 2012

KRA

- Asset Management
- Budget & Expenses Management
- Maintaining MIS
- Vendor Bill Processing
- Preventive Maintenance of AC / DG / Printer / Scanner / Electrical Equipment
- Cafeteria Management
- Inventory & Stationery Management
- Issue Purchase & Sale Order
- Vendor Development & Management
- Payment Collection
- Admin Related Service & Asset Procurement Management

Dial A-Z

Executive – Admin & Commercial

Duration : Jun 2008 – Jul 2011

KRA

- Budget & Expenses Management
- Maintaining MIS
- Vendor Bill Processing
- Preventive Maintenance of AC / DG / Printer / Scanner / Electrical Equipment
- Cafeteria Management
- Inventory & Stationery Management

Academic Credential

Qualification	Passing Year	Div	Board	% of Marks
Madhyamik (10 th)	2000	1 st Div	WBBSE	69%
Higher Secondary (12 th)	2002	3 rd Div	WBCHSE	43%
B.com	2005	2 nd Div	Calcutta University	47%

Computer Skill

Skill	Proficiency	Last Used on
MS Office	Expert	2021
Tally	Intermediate	2013
Photoshop	Intermediate	2019

Personal Information ;

Name : Pinaki Mishra	Fathers Name : Anil Mishra
Mob : 9831079267 / 9123300926	Email : ci.pmishra@gmail.com
Current CTC : 6.84 Lac	Hobby : Reading Book , Travelling
Date of Birth : 21 st Jun 1984	

Reference : Narayan Das Kapur (GM – Magma Fincorp Limited) Mob : 9831867029

Place : Kolkata

Date
Signature