



Pinaki Mishra

Deputy Manager Administration

Personal Detail

Address : 18/2/1/1, Balaka, M G Road, Thakur Pukur Near Balaka Abasik Unnayan Samaiti Kolkata – 700104

Moblie : 9831079267 / 9123300926

Email : ci.pmishra@gmail.com

DOB : 21st June 1984

Fathers Name : Anil Mishra

Skills

- Annual Budget Preparation
- Facility Management
- Housekeeping Management
- Front Office & Administration
- Vendor Development & Management
- Printing & Stationery
- Office Security
- Event Management
- MIS
- Service & Asset Procurement
- Travel & Logistic Support
- Branding
- New Branch Roll Out

Strength

Strong Ability to managing people and master a situation quickly, innovating & adaptable to changing Environment. Keen communicator with the ability to communicate across all levels and Ability to take individual decision Strong Co-ordination & Negotiation Skills / Ability to work under pressure & Process-oriented while being goal centric/ Strategic thinking

Executive Summary

Professional with 14+ years of Experience in Facility Management / General Administration, Branch Infra & Administrative Finance Planning. I have strong ability to master any situation Quickly, Innovating & adaptable to changing Environment. I am proficient at managing people, maintain healthy employee relation, handling employee grievances thus creating a progressive & transparent Environment. I am a Keen Communicator with the ability to people across all levels. I have experience in Managing of 20000 Square feet corporate office and 25 No. branches Additionally 50,000 Square feet Warehouse (Handled a team of Facility Staffs).

Executive Summary

Give support toward Administration, Housekeeping & Facility service to East Zone.

Prepare the annual Budget for administration by forecasting annual administrative cost in consultation with reporting manager
Housekeeping / Facility Management / Vendor Management / Pantry Management/ Event Management/Space Management
Preventive maintenance & AMC for AC / DG / Printers / Scanners / Electrical

Equipment/ Security & Inventory Management

Statutory Compliance as per Central & State Labour Law (Trade License, Shop & Establishment., Minimum Wages, CLRA Retune, LWF,PF, ESI Retune)

Coordination with Legal team for various agreement finalization and timely

renewal (Leave license, Security, Coleader, delivery agen

Key Deliverable

Give support toward Administration, Housekeeping & Facility service to East Zone

Zone

Prepare the annual Budget for administration by forecasting annual administrative cost in consultation with reporting manager

Housekeeping / Facility Management / Vendor Management / Pantry Management/ Event Management/Space Management

Preventive maintenance & AMC for AC / DG / Printers / Scanners / Electrical

Equipment/ Security & Inventory Management

Statutory Compliance as per Central & State Labour Law (Trade License, Shop & Establishment., Minimum Wages, CLRA Retune, LWF,PF, ESI Retune)

Coordination with Legal team for various agreement finalization and timely

renewal (Leave license, Security, Coleader, delivery agent

Achievements & Awards

Promoted Twice in Magma Fincorp Limited in 2016 & In 2019 Employee of the Year at Magma Fincorp Limited in 2019

Education

Bachelor of Commerce

Calcutta University
2005
Percentage – 48%

Higher Secondary (Science)

West Bengal Council of Higher Secondary Education
2002
Percentage – 43%

Madhyamik

West Bengal Board Of Secondary Education
2000
Percentage – 69%

Reference

Narayan Das kapur

Ex-National Admin Head
Magma Fincorp Limited
9831867029

Dipankar Chatterjee

Regional Head P&E Security
Tata Communication
9903990369

Ravinder Singh

Zonal Manager
Dhani Healthcare Limited
8368995233

Interest

- Travelling
- Reading
- Cricket

Language

- English
- Bengali
- Hindi

Experience

Poonawalla Fincorp Limited

Deputy Manager – Administration
Kolkata
Oct-21 to Present

KRA

Pan India Rent Bill Processing
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
Admin Related Service & Asset Procurement Management
Logistic Support
Event Planning
Cost Control
House Keeping Management

Dhani Healthcare Limited

Regional Admin Manager
Kolkata
Apr-21 to Jul-21

Magma Fincorp Limited

Deputy Manager Administration
Kolkata
Jul-13 to Mar-21

Milestone Brandcom Pvt Ltd

Sr. Executive Administration & Commercial
Kolkata
Aug-12 to Jul -13

Prodigy Communication & Marketing Pvt Ltd

Sr. Executive Administration & Commercial
Kolkata
Jul-11 to Jul -12

Basil International Limited

Executive – Admin & Operation
Kolkata
Jun-06 to Jun -11