

## MAYNAK MANDAL

[mandalmaynak@gmail.com](mailto:mandalmaynak@gmail.com)

[maynakmandal@yahoo.com](mailto:maynakmandal@yahoo.com)

Mob. No.:+91-9609050865

Resd. No.:+91-9434024113



## CURRICULUM VITAE

### Carrier Objective :

To hold a responsible and challenging position that will allow me to express my abilities, skills and sense of dedication towards my duties with a sole aim of contributing towards the progress of the organization & personal growth.

### Professional Synopsis :

- a) Maintaining Factory License File, Trade License Files, Directorate of Factories File, Contractors'/Vendor License File, etc.
- b) Assist Sr. Management for liasoning with Government Authorities for statutory related issues.
- c) Assist Sr. Management by preparing and maintaining necessary documents for obtaining different types of licences like Fire licence, Explosive licence etc and also renew for the same.
- e) Drafting of various letters like Intimation to the Factory Inspector, Intimation to the Inspector In Charge, Intimation to the Insurance Company Branch Manager, Intimation to the PF & ESI Inspector for several cases.
- f) Preparation of Company Circulars, handling confidential documents.
- g) Checking different kind of bills like Telephone Bills, Courier Bills, Canteen Bills etc.
- h) Monitoring guest house, subsidized canteen, daily house-keeping, gardening, water supply.
- i) Organize various cultural activities like Annual Sports, Office Picnic, Cultural program, etc.

### Professional Experience:

Present Organization: **M/S RASHMI METALIKS LIMITED**, an ISO 9001:2008 certified company, manufacturer of T.M.T Rod, Pig Iron, Billet and D.I. Pipe, having Blast Furnace, Captive Power Plant, Sinter Plant, Rolling Mill, Beneficiation Plant & Pellet Plant.

Posted at factory: **NH-6, Kharagpur, Dist.: Paschim Medinipur, West Bengal- 721 301**

Designation: **Jr. Officer - Admin.**

Working since: **October 2015.**

**Academic Qualifications :**

<b>Class</b>	<b>School / University</b>	<b>Board</b>	<b>Year of Passing</b>
<b>Post Graduation Diploma in PM &amp; IR</b>	Annamalai University (Tamil Nadu)	Annamalai University	2017
<b>Graduation (BCA)</b>	Gaurav Institute of Management & Science (Midnapur)	PTU	2013
<b>XII Std.</b>	Narayana School of Commerce (Vishakapatnam)	NIOS	2010
<b>X Std.</b>	Sacred Heart High School (Kharagpur)	ICSE	2007

**COMPUTER & TECHNICAL LITERACY**

Microsoft Office - MS Word, MS Excel, Internet, etc. & English Typewriting (40 w.p.m).

**Personal Profile :**

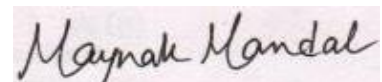
Name	Maynak Mandal
Father's Name	Late Tapas Kumar Mandal
Date of Birth	20 <sup>th</sup> July 1991
Nationality	Indian
Gender	Male
Languages known	Read & Write - Bengali, Hindi & English. Speak - Oriya & Telugu.
Hobbies	Playing and Watching Football, Bike Ridings, Listening Music.
Address	Dewanmaro, Near Nimpura Bengali School, Ward No.:-12, P.O: Nimpura, P.S: Kharagpur(T), Dist: Midnapur(W), West Bengal, Pin:721 304

**DECLARATION**

**I hereby declare that the above furnished details are true and correct to the best of my knowledge.**

**Palce:**

**Date:**



**MAYNAK MANDAL**