

SOURAV MANDAL

Contact: +91 – 8888133015 (M);

E-Mail: souravm2721@gmail.com

Present Address: Flat No-B-204, Somani Residency, Punawale, Pune-411033, India

Seeking challenging positions in Administration and growth oriented organisations of repute

Synopsis

- ⇒ Focused and dedicated in Administration associate with abilities to put to use the acquired knowledge in an effective way.
- ⇒ An enterprising individual with excellent analytical, problem solving abilities with a flexible detail oriented attitude.

Academic Credentials

- ⇒ **Executive MBA (Financial Management) from Bharati Vidyapeeth Deemed University, Pune in 2017**
- ⇒ **MCA from West Bengal University of Technology, Kolkata, 2007**
- ⇒ **B.Sc. (Mathematics Honours) from University of Calcutta, Kolkata, 2004**

Experience

- ⇒ **10+ years of experience in Administration as Office Manager and in R&D as Sr. Lab Technician at Behr Process Paints India Pvt. Ltd., Pune**
- ⇒ Worked as Sr. Lab Technician in Behr Process Paints (India) Pvt. Ltd from 4th January 2011 to 9th February 2014.
- ⇒ Currently working as Office Manager in Behr Process Paints (India) Pvt. Ltd from 10th February 2014 and reporting to Managing Director.

Brief Job Profile

Office Manager at Behr Process Paints (India) Pvt. Ltd., Pune

- ⇒ Checking bills and payment processing of local vendors and overseas vendors.
- ⇒ Checking employees' expense details during their overseas trip.
- ⇒ Helping Managing Director for preparing expense budget.
- ⇒ Tracking asset purchase status for a specific year budget.
- ⇒ Verifying asset details of company each year for Audit purpose.
- ⇒ Arranging documents for GST refund application.
- ⇒ Creating requisition in SAP to purchase for raw materials and other items and follow up with vendors for delivery.
- ⇒ Price verification and processing of order of local raw materials, lab items and facility maintenance related items.
- ⇒ Updating stock of raw materials and other items used for regular operation of facility.
- ⇒ Preparing documents for import and export shipments and resolving customs queries.
- ⇒ Checking import shipment details before filing Bill Of Entry in customs.
- ⇒ Communicating with vendors for checking scope of work, quotations and executing the project for new construction or extension work in facility.
- ⇒ Payment term finalization with vendors.
- ⇒ Working with USA counterpart for uploading production formula in system.
- ⇒ Managing housekeeping and security in facility.

- ⇒ Taking care of facility's repairing and maintenance related activities.
- ⇒ Taking care of hotel reservations for guests.
- ⇒ Price verification and communicating with vendor for air tickets booking for employees.
- ⇒ Renewal of Govt. Licenses, return of hazardous and environmental statement for Pollution Control Board.
- ⇒ Renewal of insurance for company's vehicles.
- ⇒ Creating Email-ID and initializing R & D related software application for the employees.
- ⇒ Resolving internal IT related issues, communicating with USA IT department.
- ⇒ Attendance checking of employees and when required.
- ⇒ Working as a team with other 4 members reporting to me.
- ⇒ Developing and training to team members for their career growth and achieve company's goals.
- ⇒ Training to team members on corporate etiquette.

Sr. Lab Technician at Behr Process Paints (India) Pvt. Ltd., Pune

- ⇒ Initial property testing for water based Architectural coatings.
- ⇒ Associated with the team for evaluating different resin compatibility with water based architectural coatings

Personal Details

Date of Birth	14 th September 1983
Father's name	Ajit Kumar Mandal
Linguistic Abilities	English, Hindi, Bengali
Permanent Address	Village: Babalpur, P.O. Sulochana, Dist: Purba Medinipur West Bengal-721651, India

Declaration

The above mentioned informations are true to the best of my knowledge.

Date: 20-November -2021

Place: Pune

SOURAV MANDAL