

SUSMITHA MOHANTY

“To excel my career with hard work, honesty and dedication that helps me to achieve personal as well as organization goals.”

Contact

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Education

- Bachelor of Commerce from St. Ann's Women's College from Andhra University in 2008
- Intermediate in Commerce from St. Ann's Women's college from Andhra University in 2005
- SSC from Vivekananda High School from Vishakhapatnam in 2003

Skills

- Multi-Tasking
- Attention to details.
- Ability to work in a Team.
- Problem solving
- Active Listening
- Proficiency in office applications
- Excellent verbal and written communications skills
- Strong ethical standards
- Good understand of office rule.

Languages

- Hindi
- English
- Oriya-(Native)
- Telugu

Hobbies

- Dancing
- Driving
- Art and Craft
- Music
- Planting

Profile Summary

- A result-oriented professional offering **over 8+ years** of a successful career with diverse roles distinguished by commended performance.
- Experienced in fore fronting the entire HR operations across, including administration and client communications with expertise.
- Specialties in Human Resource, Recruiter, Office Administration, Client Coordination, MIS Reports, Inventory Control, Vendor Management, Housekeeping management, MS Office, Accounts, Quality Check, Inward and Outward Record Keeping, EPBAX management, Back-office Executive.
- Work field in Architect, Interior, Media, Institute of work with an enterprising leader & effective communicator with excellent management skills, strong analytical problem solving and Organizational abilities to motivate personnel towards achieving organizational objectives.

Professional Experience

Kala Vastu Architects. Interiors, Thane-Mumbai (Hr. and Admin Manager)

Oct 2016 - Nov 2020

- Supervising day to day operations of the Administrative and Human Resource departments.
- Implementing the organization's recruiting strategy, screening resumes, interviewing applicants, administering pre-employment tests, assisting with completing background processing transfers, promotions, and terminations.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Analysing job duties, KRA, job descriptions, performing job evaluations and job analyses, conducting, and analysing compensation surveys.
- Assisting with processing employee grievances, resolving them, and overseeing engagement programs and other employee relations work.
- Maintaining salary and appraisal procedure.
- Exit Interview and Issuing Relieving Letters & full and final statement of exiting employees.
- Secretarial activities for the director in planning, scheduling, and promoting office events including meetings, conferences, interviews, orientations, and training sessions.
- Maintain and keeping up to date records of stationery, utility and printing and their services.
- Getting quotes from various vendors negotiate the pricing and getting approval done from management.
- Overseeing administration activities including office facilities, transport facilities, security services.
- Solving day to day IT issues, Checking daily backups on server
- Responsible for facility management like Securities, Housekeeping, repairs and maintenance, Travel Management, handling Inward and Outward materials, logs, documents, and courier, supervising multi-disciplinary teams of staff and allotting work to assistants.
- Working with accounting and management team to set budgets, monitor spending and processing.

Abhikalpan Architects & Planners, Kurla-Mumbai (Sr. Admin Executive)

July 2014 - March 2016

- Filling up new hire, Interview and Briefing new joiners about company.
- Generating TSS (Punching) report on weekly basis and preparing the PTO (Paid Time Off) report based on the TR report for Payroll.
- Maintain and keeping up-to-date records of Stationery, Utility and Printing.
- Responsible for Facility management like housekeeping, securities, pantry, Handling of office Keys.
- Taking care of all the secretarial activities for the CEO in scheduling meetings, keeping records.

Strength

- Hard work
- Honesty
- Positivity

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Photoshop
- Outlook
- Internet Applications

Achievements

- Award in Odissi Dance in 2000 at Vizag.
- Achieved Merit Certificate in Secondary Education in 2005

Workshops

- Environmental Studies on Regional Rural Sector, Year 2007 for 2 Months.
- Fieldwork on Hospital Management for 15 Days.

Trainings

- Industrial Accounts Plus from ICA (Institute of Computer Accounts) - 2008
- Attended and successfully completed an English Enhancement Course for 3 months.
- Human Resource Youth Training Mumbai 2018

- Handling Office Correspondence like Memos, Letters and E-mails.
- Making Travel Arrangements and booking hotels for Directors, clients, consultants, and employees.
- Planning and Scheduling Event management, organizing meetings, arranging Conference calls.
- Coordinate and maintenance support of electrical, plumbing, carpentry, and other requirements.
- Tracking of warranty and AMC for all the office equipment's and managing the service reports.
- Responsible for all inward and outward materials and logs, documents, and couriers.
- Ensure timely payment for all utility services (Telephone Bills, Mobile bills, data card Bills etc.
- Monitoring & regularizing attendance of all site staff & office staff.
- Solving Day to Day minor IT Issues, Compiling Data and copying from Server to data backup box.
- Assisting the System administrator with software and hardware requirements.
- Drafting Presentation, Agenda preparation and organize the same.
- Maintain the Purchase Order and managing the same for the bookkeeping.
- Assigning ID & Access card to the new employees and maintaining the same. Allocate the seat arrangements for new joiners.
- Generate the employee reports day wise, department wise, month wise report to Director.
- Organizing Monthly Birthday Celebrations, Weekends Entertainment Activities, Organizing Events on various occasions like Festivals, Office Anniversary and Employee Farewell.
- Handling EPABX system and Updating Telephone Directory of Clients, Vendors and Consultants.

What's on India, Lower Parel-Mumbai (Back Office Executive)

March 2010 - Oct 2011

- Making (MIS Reports Daily and Weekly) and present it to the managers.
- Maintaining Master Record of channels and their programs.
- Schedule Uploading on Daily Basis.
- Live Monitoring Check and Maintaining its Repots.
- Maintaining Special Program List and doing follow up.
- Following Schedule QC and preparing QC Reports of Channels.
- Quality Check for Movies.
- Daily updating of mail in Mail tracking.
- Uploading and Maintaining Status of Predicted schedule.
- Weekly Monthly FPC follows up.
- Preparing MIS of Program List.
- Updating of SOP/ Production rule.
- Maintaining and Replying to the ASK Messages and Keeping the Records of ASK.

National Institute of Management (Jr. Admin and Account Executive)

Dec 2008 to Mar 2010

- Maintaining Official Records of Business and Staffs'.
- Tracking E mails on daily basis.
- Maintaining Balance Sheet, Profit & loss A/c, Expenses Lists
- Handling Vendor related activities like choosing appropriate vendor, Receiving & Clearing bills from vendors.
- Maintaining Attendance register, Leave Register and Creating Weekly MIS report Creating salary, salary statements for employees.
- Preparing monthly income & expenditure statement Handling banking activities like depositing the cheque or cash, checking bank statements & maintaining Cash Reports