



ASHOKE KUMAR MISHRA

HUMAN RESOURCE MANAGEMENT PROFESSIONAL

My Contact

✉ ashoke1773@gmail.com ,
ashoke1773@rediffmail.com

☎ 9007872373/8240458073.

📍 Narayanpur Battala, Cycle Factory
Ground, Kolkata-700136

Core Competencies

- Recruitment
- HR Management
- Performance Management
- Organizational Plans
- Administration
- Facility Management
- Housekeeping
- Security Management
- Event Management
- Attendance & MIS Report

Technical Skills

- Account Package: Financial Accounting, TALLY, FACT, ACE, Payroll etc.
- Operating: Windows XP/2000 / 2003, Windows 7 / Windows Vista
- Application: MS Office 2000/2003- WORD, EXCEL, POWER POINT, Internet

Education Background

- Sikkim Manipal University, Kolkata, West Bengal
Post Graduate Diploma in Human Resource Management
Completed in 2010

About Me

- A dynamic, self motivated and result oriented professional with experience of over 10 years of across strategy planning and organizational development; currently spearheading as Manager Administration with KMG IT Services Private Limited.
- Proficient in HR management and handling administration and hands on experience in Administration, Office Management, Documentation, Finance and Accounts, Within Stipulated time with proper Reporting.
- Dexterity in structuring Team Management, House Keeping Management, Facility Management, Vendor Management and implementing innovative Administrative policies/procedures.
- Meticulous professional with hands on experience in managing exit interviews, and generating various kinds of daily / weekly reports including Attrition Reports and Attendance Reports, compiling organization charts etc.
- Focused and hardworking an out of the box thinker with excellent managerial skill, team orientation, excellent communication, leadership, inter personal with professional management skill.

Professional Experience

KMG IT Services Private Limited
March-2022- to till date
Manager Administration (Admin & HR)

Key responsibilities:

- Proper AMC contract & renewal. Renewal of lease agreement as per timelines.
- Vendor selection & reducing cost by better negotiation with vendors/suppliers.
- Cost Optimization e.g. Office printing and stationary / courier / communications cost / Administration
- Budget preparation of Administration and its control.
- Record and monitor expenses, raise monthly invoice, purchase order, etc.
- Taking care of upkeep of building & office infrastructure both internal & external.
- Travel booking/ pickup/drop arrangement & coordination with travel vendor/Travel agency as per co. policy.
- Organizing employee events, Parties & get together and arranging for refreshments

- Umesh Chandra College / Calcutta University
Bachelor of Commerce (Accountancy)
Completed in 2005
- North Point Sr. Secondary Boarding High school / CBSE
Higher Secondary (Commerce)
Completed in 2002

Achievements/Interests

- Participated in cultural events & drama.
- Participated in March past held on 26th Jan 2000 at Red Road, Kolkata.
- Interests: Going on long drive, listening to music.

- Ensure all electrical equipment; fire extinguishers are in working condition.
- Maintaining monthly Imprest Books, issuing Cheque to the vendors, etc.
- Process payments and invoices accurately and timely as per company procedures.
- Assists with tax computation and returns (quarterly & annually).
- Maintaining timesheet on Zoho portal of the employees on monthly basis
- Prepare attendance report of the employees on monthly basis
- Maintaining MIS Report of the employees
- Process joining and exit formalities of the employees.

KMG IT Services Private Limited

April - 2019 - 2022

Assistant Manager Administration (Admin & HR)

Key responsibilities:

- Proper AMC contract & renewal. Renewal of lease agreement as per timelines.
- Vendor selection & reducing cost by better negotiation with vendors/suppliers.
- Cost Optimization e.g. Office printing & stationary / courier / communications cost / Administration
- Budget preparation of Administration and its control.
- Record and monitor expenses, raise monthly invoice, purchase order, etc.
- Taking care of upkeep of building & office infrastructure both internal & external.
- Travel booking/ pickup/drop arrangement & coordination with travel vendor/Travel agency as per co. policy.
- Organizing employee events, Parties & get together and arranging for refreshments
- Ensure all electrical equipment; fire extinguishers are in working condition.
- Maintaining monthly Imprest Books, issuing Cheque to the vendors, etc.
- Process payments and invoices accurately and timely as per company procedures.
- Assists with tax computation and returns (quarterly & annually).

KMG InfoTech Ltd

February - 2013-2019

Senior Admin & HR

Key responsibilities:

- Office Administration
- Housekeeping Management
- Vendor Management
- Compliance & Appraisal
- Building Maintenance Management
- Cost Effectiveness
- MIS Report
- Facility Management
- Security Management
- Travel Arrangement
- Events
- Additional Tasks

ISHIKA TECHNOLOGIES PVT.LTD

2010 to 2012

Admin and back-office Executive

Key responsibilities:

- Taking care of upkeep of building & office infrastructure both internal & external.
- Proper AMC contract & renewal. Renewal of lease agreement as per timelines.
- Maintenance of Lease Agreements of Office Premises and other Company Leased Accommodations.

- Travel booking/ pickup/drop arrangement & coordination with travel vendor/Travel agency as per co. policy
- Issued Digital Signature Certificate (e-Mudhra) as per customer requirement.

SRI LAXMI AGRO PRODUCT

2009 to 2010

Accountant

Key responsibilities:

- Maintained day to day cash inflows and outflows.
- Maintained sale and purchase records both manually and accounting software.
- Reported the daily, weekly and monthly fund statements
- Presented accounting issues and results to upper management.