



Chandrasekhar Satapathy

Administration Manager at Magenta EV Solutions Pvt Ltd

PROFILE

Bachelors in Arts with over 12 years of experience in Administration. I am versatile administrative officer who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Core Competencies: Multi-Tasking, Problem solving, Continuous improvement in services, Complying with deadlines, Troubleshooter, Good Communication skills, Team Leader & Team player

GET IN CONTACT

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Email: chandra.satpathi@gmail.com

PERSONAL DETAILS

- Total Experience 12 Years 0 Month
- Current Location Mumbai
- Date of Birth Jul 05, 1986
- Gender Male
- Marital Status Married

SKILLS

- Set up of New Office
- Office Admin
- General Administration
- Vendor Management
- Training Management
- Facility Management
- Contract Management
- Travel Management
- Compliance Management
- Asset Management
- Procurement
- Purchase Management
- Maintenance Operations

LANGUAGES KNOWN

- English
- Hindi
- Oriya
- Marathi

COURSES & CERTIFICATIONS

- ISO 9001 Master - Quality Certification (Valid Upto February 2025)

SOCIAL LINKS

- www.facebook.com

EDUCATION HISTORY

Degree	Institute Details	Board/University	Year
[Graduation-Arts]	Radhamadhav Sanskrit Mahavidyalay	Shree Jagannath University	2008
[10+2- HSC]	Ranpur Mahavidyalay	Higher Secondary Board	2004
[SSC]	Garhbanikilo Mahavidyalay	Board of Secondary	2001

Company Name	Designation	From	Till
Magenta EV Solutions Pvt Ltd	Admin Manager	Nov 23	Now
Reliance Retail Ltd	Admin Manager	Aug 22	Nov 23
Pepperfry Pvt Ltd	Admin Officer	Jan 19	Aug 22
IL&FS Securities Service Ltd	Admin Executive	Sept 12	Jan 19

EXPERIENCE

DECLARATION

The above-furnished facts and figures are true to the best of my knowledge find belief

Date

Signature

Place Mumbai

Chandrasekhar Satapathy