

Rajesh Kumar Satapathy

(Management Professional)



Founder's & CEO's Office Manager | Executive Assistant / Personal Assistant | Chief of Staff | Leadership Role | Managing Partner | Facility & Operation Manager | Administration Head | Call & Whatsapp : **+91-8984799596** | Email : rajeshsatapathy495@gmail.com • LinkedIn : <https://www.linkedin.com/in/rajesh-satapathy> , Current Location: **Bengaluru, India** | **Open to Relocate Anywhere & Overseas Market**

Experienced Global Management Professional having more than 5 + years experience in Diversified industries to help Decision Makers and Top Management to assist them in their work ,ease out the processes and committed to bridge the critical gaps of the organization to make it a profitable and sustainable growth oriented organization.

Skill sets in Whole Employment Journey:

- ★ Executive Assistant / Personal Assistant/ Personal Secretary : Administrative Support to all Executives ,CXOs in their daily work, Handel calls, email ,Social media accounts,Scheduling appointment and meeting, Calander Management , MOM , travel arrangements, keeping records and project management,event planning and management, assist in day today operations to my CXOs, CEO & Founder , Executive Levels,Managing database and reporting, Events Management, MICE , Stakeholder & Vendor Management, Communication Management, Office Management & Supplies coordination,Client Coordination,Project Support , Travel assistance ,Manage Business Operations,Strategic Support etc .
- ★ Facility Management & Farm Operation: oversee building maintenance, health and safety regulations, vendor management, space planning, and environmental efficiency.Manage budgets and supervise contractors and service providers, teams hiring , training and development,vendor and supplier coordination,Resolve Customer complaint and improvisation,Property Day to Day Operations.
- ★ Project Management : Lead the team size of 22 as a Project Manager to ensure successful delivery or execution of overall project with aligning people startegy to project goal in a sustainable, innovative ,multi stakeholders, community engagement based with taking of objective of people ,community empowerment for protecting child rights and making them a change agent .Managed Resources ,Budget, Training and Development, Employee Engagement, Stakeholders & Vendor Management, Operations, Employee records, Data Management and Leadership Development & Employer Branding, Project Planning to Execution,Training & Development
- *. Operation Management : Maintain constant communication with managers,staff,and vendors to ensure proper operations of the company,Develop, implement, and maintain quality assurance protocols.Increase the efficiency of existing processes and proced ures to enhance the company's internal capacity, Cross functional department coordination, day to day operations, SOP and Policy implementation, Hire to retire processes management, Handel Business, client , people and Management with creating better place to work, happiest environment and vibrant leadership team to grow exponentially., Cross Functional Team and Department Management
 - Operational Oversight,Process improvement, Team & Staff Management,Budget ,Inventory & supply chain Management,Customers.
- * Cross functional Team and Departments Management & MIS Reporting , SOP Implementation , Customer Experience,Support and Process innovation , Sales and marketing team Coordination through CRM software, Product and services improvement ,Brand Awareness
- * Hospital Management(IMS & SUM Hospital) - Front Office ,Patient Registration, Patient safety, Team & department collaboration, Hospital hiring support, Handel correspondence, Coordination with hospital staff, emergency coordination, Hospital operation etc.
- *HR & Office Management - Employee life cycle management,clients vendor relationships, Executive support, Office Management

Major Accomplishment:

- Working with Owner and CXOs with other stakeholders to ease out their work, helping them to grow with their business ,decision making process, and ensure good experience through my pro active leadership actions.
- Focusing on 4KPIs- Keep people informed,involved,interested & inspired| 3 Visions - People ,Process & Technology
- Lead 26+ Sales Team in FMCG , 19 Team in Project & Having Managing 100+ People overseas & domestic India and through team managed upto 3000 people .
- Executive Support, Meeting Coordination to Travel assistance.
- Identify Company Critical problems and solved it through continuous improvement
- Conflict Resolution, Change Management,Software streamlining all processes,Employee Relation,Branding ,People & Culture, Policy& Procedures,Skip level meeting,Grievance Handling, Stakeholders & Vendors Connect,Employee connect, Process Automation.
- Managed international clients and teams remotely, Overseeing HR operations globally.
- Product and services improvisation through feedback and constructive suggestions, Cross-functional team and departments coordination, Process driven workplace with upgrading technology enabled to make seamless .
- Building Good culture through policies, team building and employee engagement activities, working for enabling the workplace output driven instead of simple time watch and working hours .

Work Experience : (Fulltime, Contract, Internship)

Trident Group - Textile Manufacturing - People Officer - (Nov 2024 to Feb'2025)- Sheeting Plant,Madhya pradesh

Frendy (Areli Commerce Pvt Ltd) - Retail & FMCG - HR & Training Specialist - Gujarat

Ruchika Social Service Organization - Non Profit NGO - Project Manager -Temporary Contract Based Nature - Bhubaneswar, Odisha

InfyStrat Software Services - IT Services & Consulting - Johannesburg,Gauteng,SouthAfrica- (Remote –India

Office)(<http://www.infystat.com/>)- Human Resources Business Partner (HRBP) - Bengaluru Office

VISCAP Consultancy Services - Consulting - Contract Based - (<https://www.viscap-cs.com/>)- SAP Success Factors Employee

Central Consultant- Digital HR , Saas HR – Contract Based Nature - Gujarat,India

BYJU'S,Bengaluru,Karnataka,India- Edtech - Human Resources Recruiter(TalentAcquisition)- Bengaluru ,India

Department of Post,Government of India-Odisha–BPM–Administration in Branch- Malkangiri, Odisha

Genosys Consulting Services - HR Executive–Business Partner HR- Aug2018-Sep2020 - 2 years 1 month Served - Bhubaneswar, Odisha

Industrial Training/Inernship : Successfully Completed - Hospitality/ Hotel/ Food & Beverage Industry.

Mayfair Hotel & Resort Ltd, Odisha,India-HR Trainee–HR Training- Internship- Bhubaneswar, Odisha

Soft & Hard Skills:

- Communication, Adaptability, Teamwork, Problem solving, Leadership, Organizing, Research & Innovation, Negotiation, Administration, Conflict Resolution, Time Management, Talent Management, Executive Assistant, Personal Secretary, Operation & Admin Support.
- Project Management ,ATS ,Data Analysis, MS Office & Google suite,SAP& HRMS User End ERP Software , MIS, HRIS,HRAnalytics, SPHR, CRM, SaaS. HRMS - ZOHO, SPINE, BAMBOO HR, KEKA HR, SAP Successfactor, ERP.

Education :

- Master of Business Administration (MBA) – Pass- 66 Credits
Academy of Europe Open University, 2022-
-Abroad(Germany) Digital Mode Study

MBA in HR Management – 2 Years Program - 69
Jaipur National University, 2021- Rajasthan , India

MBA in Hospitality Management (MHM) - 2 Years Program 8.55/10CG
Siksha O Anusandhan University, 2019 - Bhubaneswar

BSc in Science –3 Years Graduate Program - 8.30/10CGPA

Utkal University, 2017- Bhubaneswar

Managing Health & Safety in Healthcare - 92% - ALISON (Ireland), Healthcare
Management - Pass - Great Learning Academy.

-Other International/Global Certification- Google, Oxford Home Study Center,Linkedin,Great Learning, Harvard,Alison(Ireland),Europe Open University(Germany),Coursera,GE Electric, Forage, Open SAP & manymores- All Pass,with maximum on an average 80% or more in different HR Modules ,Management, Healthcare & Hospital,Hospitality,Food & Beverage,Healthcare Quality & Operation & many mores areas covered.

Achievements and Projects:

- Conducted in-depth analysis on modern HR practices in the Indian bankingsector| Explored HR's role in the scalability and profitability of the hospitality industry | Led employee engagement initiatives and retention strategies| Health Management,HR, and People Management certifications.
- Volunteer Certification Awardee: NSS- National Service Scheme - Ministry of Sports and Youth Affairs (University Level) , Bharat Boy's Scouts & Guide (Odisha Governor)
- Worked with IMS & Sum Hospital during COVID Timing In Front Office - Patient Registration, counselling them and helped them to consult with Doctors, Team Management, Cross functional department coordination, NABH Codes Announcement & others.

Hobbies & Interest:

YouTube, Vlogger , Social Worker, Motivation Work, Pedestrian, Business, Sports, Volunteer Work,Travel & Learner.