

SANDIP KUMAR SINHA

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Professional Experience

Professional Summary Versatile Administrative Executive for over 20 years of experience, who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Adept at coordinating meetings and conference calls planning itineraries and designing detailed spreadsheets. Focused on ensuring efficient office operations through effective management methods.

Seeking Position Administrative Head

Preferred Location Anywhere in India / Abroad

Career History **Organisation : Techno India Group Public School, Ariadaha**

Location: Kolkata

Duration : 04/2021 – Till Date

Designation : Admin Executive

Job Responsibilities :

1) All office co-ordination activity.

- a) Greetings to all outsiders.
- b) E-mail checking & reply send on behalf of Principal.
- c) All inventory purchasing.
- d) Booking of Air & Railway ticket.
- e) Maintaining the register, filing and other documents.
- f) Maintaining the register, filing and other documents.
- g) Maintaining all project file and data.
- h) Maintaining soft copies of all incoming & out going correspondence.
- i) Look after office stationary and handling with vendors.
- j) Scrutinized the bills / voucher's made by the engineers & vendors.
- k) Car booking, ticket booking, hotel booking for the officers and guests.
- l) Maintaining records of incoming & outgoing mails & data.
- m) Office Accounts Job.

Organisation : Regent Machine & Servicing

Location: Kolkata

Duration : 11/2011 – 03/2021

Designation : Admin Executive

Job Responsibilities :

2) All office co-ordination activity.

- n) Greetings to all outsiders.
- o) E-mail checking & reply send on behalf of M.D.
- p) All inventory purchasing.
- q) Booking of Air & Railway ticket.
- r) Maintaining the register, filing and other documents.
- s) Maintaining the register, filing and other documents.
- t) Maintaining all project file and data.
- u) Maintaining soft copies of all incoming & out going correspondence.
- v) Look after office stationary and handling with vendors.
- w) Scrutinized the bills / voucher's made by the engineers & vendors.

- x) Car booking, ticket booking, hotel booking for the officers and guests.
 - y) Maintaining records of incoming & outgoing mails & data.
- 3) **Process bills to customer.**
 - a) Preparation of Challan & Invoice and dispatch it to customer.
 - 4) **Process order to different vendor.**
 - 5) **All accounting job.**
 - a) Submission of VAT, CST, Service tax, Entry Tax.
 - b) Bank reconciliation.
 - 6) **All documentation & filing work of the office.**
 - 7) **Export & Import Documentation & Process.**
 - 8) **Knowledge of vendor bill processing including S.Tax, P.Tax, VAT, Way bill, C-form, H-Form etc.**

Organisation : Spandan Academy

Location : Kolkata

Duration : 07/2011 – 10/2011

Designation : Administrator

Job Responsibilities :

- 1) To coordinate with Open University for affiliation.
- 2) Course Designing & Course moduling.
- 3) Preparation of daily performance report of Academy.
- 4) Contact with Faculty for preparation of study material

Organisation : HCL Info Systems Ltd.

Location : Kolkata

Duration : 02/2008 – 07/2011

Designation : Coordinator

Job Responsibilities :

1) Office Assistant.

- a) Maintaining the register, filing and other documents.
- b) Maintaining all project file and data.
- c) Maintaining soft copies of all incoming & out going correspondence.
- d) Look after office stationary and handling with vendors.
- e) Scrutinized the bills / voucher's made by the engineers & vendors.
- f) Car booking, ticket booking, hotel booking for the officers and guests.
- g) Maintaining records of incoming & outgoing mails & data.

2) HR Back End

- a) Short listed the candidates & preparation of interview schedule.
- b) Uploading the candidate's documents.
- c) Maintaining the attendance & leave.
- d) Maintaining records of incoming & outgoing mails & data.
- e) Preparation of monthly report.
- f) Processing the all relevant formalities.
- g) Processing the all releasing formalities.

3) Account & SAP Related Job

- a) Processing the salary of the candidates.
- b) Maintaining and able to handle any dispute of salary, letter, increment etc.
- c) Processing the all releasing formalities.
- d) Knowledge of vendor bill processing including S.Tax, P.Tax, VAT ect.
- e) Handling SAP operation to process bills & voucher.

4) NIC Coordinator

- a) CV searching from different job portal as per customer requirement.
- b) Interview scheduling & arrangement.
- c) Paper processing & joining letter generation.

- d) Project Handling.
- e) Salary Disbursement.

Organisation : CSP

Location : Karnataka

Duration : 02/1998 – 05/2007

Designation : Shift & Quality Maintain Supervisor

Job Responsibilities :

- 1) To maintain Shift, calculate daily & monthly production of finished goods and to check all the quality process

Organisation : CSP

Location : M.P.

Duration : 01/1997 – 01/1998

Designation : Shift & Quality Maintain Supervisor

Job Responsibilities :

- 1) To maintain quality of the finished goods and look after all machine maintenance from daily to weekly to monthly basis.

Qualification

Academic

- 1. Graduate (B.Sc) from Calcutta University in the year 1989
- 2. Passed Higher Secondary Examination under W.B.C.H.S.E. in the year 1987
- 3. Passed Madhyamik Examination under W.B.B.S.E. in the year 1985

Certification

- 1. Possessing Certificate and knowledge of working ISO 9001:2000
- 2. Successfully completed statistical technique and Internal Audit Training Course

Technical Skill

Thorough Knowledge of MS Office (Excel, Power Point and Word) & Internet

Language Known

English, Hindi & Bengali and Kannada

Personal Details

Father's name : Late Sushil Sinha.
Date of Birth : 12th July 1969
Religion : Hindu
Marital status : Married
Nationality : Indian

Activities & Interests

Reading on Books & Listening of Music .Traveling and Making Friends

Reference

Will be provided on requirement basis

Notice Period

15 Days

Signature

(Sandip Sinha)

Place : Kolkata

Date :