



PRADIP KUMAR CHATTERJEE
SENIOR MANAGER – LIAISON&
ADMIN

PASSPORT NO. – W9263524
PASSPORT EXPIRY DATE -
09/01/2033

FIELD OF EXPERTISE

Administration
Accounts
HR Functions
Operations Customer
Relation Vendor
Management Team
Manager
Firm Decision Maker

MOBILE

+91 9836970003

E-MAIL

cpradip.chatterjee@gmail.com

PERSONAL PROFILE

Date of Birth

20th February, 1972

Nationality

Indian

Marital Status

Married

SUMMARY

A competent, result-oriented professional with over 25 years of experience in Administration, Accounts, HR Functions, Operations, Customer Relation, Vendor Management. Well versed in handling day today **Administrative and Accounting** activities in co-ordination with internal external customers for smooth business operations and able to handle a team. Seeking challenging assignment to learn and grow with the organization.

PROFESSIONAL TRAINING AND CERTIFICATIONS

- Certificate of Time Management & Prioritization.
- Certificate of Information Security in the workplace.

EDUCATIONAL QUALIFICATION

B.Com Graduate (Calcutta University)

PROFESSIONAL SNAPSHOT:

Saraswati Print Factory Pvt. Ltd. (Sanmarg Newspaper's group of company), Manager – HR – August 2023 to till date

Bhavika Commercial Pvt. Ltd., Sr. Manager-Liaison & Admin – October 2022 to 31st July, 2023

PAJ Construction, Senior Manager - September 2019 to October 2022

Reliance Health Insurance Ltd., Area Marketing Manager - December 2017 to August 2019.

Pathfinder Higher Secondary Public School (For Group of School at Jodhpur Park, Durgapur and Siliguri), Coordinator Administration - May 2015 to November 2017.

Unnati Techmedia Pvt. Ltd., Manager Accounts - August 2014 to May 2015.

DB Schenker (German MNC), Regional Manager Administration - August 2011 to August 2014.

Mani Group, Administration In-Charge with Mani's Mall Management Co.

Pvt. Ltd. - April 2008 to August 2011.

Dey's Medical Stores (Mfg) Co-operative Credit Society Ltd., Accounts Executive - October 1998 to April 2008.

Father's Name: Late
Dilip Kumar Chatterjee
Address: 116A,
Ballygunge Gardens
Kolkata – 700029
West Bengal, India.

Languages Known

- English
- Hindi
- Bengali

COMPUTER KNOWLEDGE

Microsoft Office,
Microsoft Outlook, Tally,
SAP

STRENGTHS

- Strong Patience & Self Confidence, good interaction abilities.
- Ability to demonstrate commitment and communicate professionally during stressful situations, maintaining composure and resolving problems effectively and positively.
- Manage multiple tasks, and able to handle any critical situation within time-frame and accuracy.
- Good interpersonal skills, strong analytical capabilities.

Areas of Expertise:

Administration:

- Efficiently managed end-to-end office administration
- Managed a large team for smooth daily Admin operation
- Liaising with the Govt. bodies, Legal authorities, External relations and Internal relations
- Work as a helping hand of CMD of the company
- Conduct Higher Management meeting as a convener
- Presented data to management through various MIS reports and Power point presentations on weekly/monthly basis
- Vendor Management and procurement – Managed end-to-end vendor life-cycle, from on boarding till final invoice payment, performance evaluation, AMC, contract management
- Office documents organised both soft and hard copies are filed and documented department wise as well as project wise
- Cost optimization of paper, electricity, other resources - plan & periodic review
- Audit and documentation – Successfully managed internal & ISO audits, as per organization requirement.
- Liaison with building and civil Authorities.
- Travel & Guest Management – Managing bookings for hotel, airticket, car; communication with guest
- Efficiently managed services of office stationeries, pest control, DG/gen-set, for multiple and remote locations
- Managed CUG Mobile connection, fuel consumption, local conveyance and car parking for employees
- Prepared of CAPEX from Admin Part for various high value procurements
- Ensured complete adherence to Safety & Compliances
- Asset management and Scrap Management
- Managed House Keeping and Security services through vendors
- Arranged and maintained office seating and furniture for optimum utilization
- Organized significant office events, customer meets – venue, food, cost, activities & entertainment
- Meticulously maintained office petty cash
- Successfully delivered new warehouse and office set-up – Procurement of materials, new vendor development by evaluating their quality, rate and reference checks

Human Resources:

- Recruits, interviews, hire, and trains new staff in the department.
- Oversees the daily work flow of the department.
- Provides constructive and timely performance evaluations.

- Act as a bridge between management and employees
- Establish effective conflict resolution mechanisms and address employee concerns promptly
- Organise team building activities and engagement events to boost morale
- Oversee employee benefits programs, ensuring competitiveness and compliance
- Managing retention and minimize the attrition of the employee
- Drive performance improvement plan where necessary
- Manage HR-Related documentation and ensure accuracy and confidentiality
- Handles discipline and termination of employees in accordance with company policy.
- Managed databank for candidate applications
- Successfully conducted induction and on boarding process of employees
- Maintained personnel files
- Maintained & processed attendance & leave for payroll
- Ensured timely submission of EPF, ESIC

Finance & Accounts:

- Managed Accounting functions starting from preparation of vouchers, Journal Books, Cash Book, Ledger
- Prepared and maintained of statutory books of Accounts and Bank
- Headed credit control and collection team successfully
- Reconciled statements and analysis of financial statements in compliance with terms and accuracy norms
- Managed payment collection from Business Associates and prepared relevant MIS report
- Calculation of honorarium of the part time teachers on the basis of their classes in every month
- Prepared monthly accruals statement

Operational Management and Public Relations / Customer Support (including Corporate Clients)

- Organized regular meetings with the management of all the big corporate houses who were in Mani Square mall and done different kind of negotiation related day to day activities
- Ensured smooth running of daily operations of establishment
- Managed customer service operations for rendering quality services
- Resolved customer complaints (including Corporate Clients) and queries over emails and phone calls
- Coordinated with all Business Associates regarding dues and other issues
- Maintained database with all details of the Business Associates
- Efficiently managed movement of stocks/vehicles for optimum utilization and reduction of cost thereby

