



# CURRICULUM VITAE

**Name-**MR. BIKASH CHANDRA SETHI.

**Address-**At/Po-BARIPADA, W.NO-11,  
PS-BARIPADA, DIST-MAYURBHANJ,  
State-Odisha, Pin-757001

**Mob. No:** 08260928807,

**Website:-**www.bijubikash.com

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## **CARRIER OBJECTIVES:-**

To obtain a position within an established Institution , Marketing with a firm environment that will head to a long-term relationship in the field of Finance and being proficient in matters of finance and accounting in just one dimension of being a successful accountant. Achieving perfection in everything undertaken with a commitment to excel, transforming every challenge into opportunity with the ability to shoulder the responsibility of leading the organization in its quest for excellence.

## **WORKING ABILITIES:-**

14 Years experience in total Management of office like Administration Cum Director Operation work, Maintain all the back office work, always handle 50 to 70 people team in different organization.

## **ORGANISATIONAL EXPERIENCE: - ( 14-YEAR PLUS)**

### **1. INSTITUTION NAME: -**

#### **(A) NON GOVERNMENT ORGANISATION SOCIETIES NAME & REGISTERED OFFICE ADDRESS:-**

Medical Training Center, Brilliant Institution of Pharmaceutical Information Hospital and Technology, At/Po-Dhobadiha, P.S-Jashipur, Dist-Mayurbhanj, State-Odisha, Pin-757091,

**(B)HEAD OFFICE OF THE :-** Medical Training Center, Brilliant Institution of Pharmaceutical Information Hospital and Technology, At/Po-Baripada,W.No-11,Ps-Baripada,Dist-Mayurbhanj,

**(C)BRANCH INSTITUTION:-** (1)Bijpattnaik 1)A.N.M, 2)G.N.M., 3)B.Sc.(N), 4)+2 Science Women's College,5) Bachelor of Physiotherapy College,6) Delhi Public School At/Po-Takatpur, P.S.-Baripada, Dist-Mayurbhanj,Odisha,Pin-757003

(2) Vikash G.NM. Nursing Training School, At/Po-Januganj, (Near Tentulia Thakurani Mandir,) P.S-Balasore, Dist-Balasore, Odisha,

(3) Brilliant G.N.M.Nursing Training School, At/Po-Ghatur, Dist-Kendujhor,Odisha,

**DESIGNATIONS:-** Administrative Officer Cum Director Operation work,

**DURATIONS:-** September 2001 to September 2015 {14-Year Plus}

**COMPANY PROFILE:-** Basically this Institution knew for the handle all the Projects like Paper Advertisements with G.N.M., A.N.M., B.Sc, (N),B.P.T., +2Science, and B.P.T. Students Admission Marketing All over of Odisha, All Odisha Newly Project Open Plan with Budget Profits and Lose. This Institution have a various branches all over Odisha Newly Project Open Institution other Education for Delhi Public School and Health Care Project, Diagnostical Centre with Medical Distributer and Medicine Store. This Project and Institution agency Start of various branded Medicine company.

**JOB PROFILE:-**

- Works with institution Permission for Institution Government of Odisha and Govt. India Labels Official Work.
- Worked on Nongovernment Organization (N.G.O) Profession of Social Service ( Works are Mega Health Camp free Health Checkup , Free Distribute of Allopathic Medicine , Free Pathological Test , Blood Donation Camp, Wornness Programs for Health Hygienic maintained Malaria Fever, Dengu Fever, ASHA Training Programs, Sanitation Programs, and Filene Period on October and November 2012 I distribute All type of Foods like Bread, Biscuits, Cooking rice with carry, Mudhi With Bhugni, Fruits like apple, Banana, and I Distribute Freely Winter dress with Winter Blanket, etc my website-[www.bijubikash.com](http://www.bijubikash.com),details available.
- Provide advice to senior management Works with management to create short- and long-term business plans, including operational, organization, and financial aspects.
- Works with management and others to develop and implement operating policies and procedures.
- Provide expert guidance and leadership to more junior staff.
- Management information and general administration issues and practices.
- Manages the ongoing financial, operational, and staffing activities of the department.
- Oversees facilities, technology, and materials utilized in the department, coordinating with appropriate services.
- Day-to-day management of facilities, mail processing, courier service, branch operations.
- Performs direct supervisory duties of administrative staff, coordinates staff for coverage in all related areas of the department,
- Ensure rules and procedures in place regarding working hours, lunch, office closure and communications about security,
- Receive and file incoming letters, documents.
- Supply and manage office equipments, machines or properties to office and manufactures, kitchen utilities.
- Manage administrative department, maintain a safe and secure work environment.
- Create, control, and monitor all administrative requirements of other departments.
- Prepare financial plans, budgets and forecasts.
- Record, monitor expenses, raise monthly invoices.
- Maintain stationary supplies and coordinating deliveries.
- Manage supply chain and resource requirements.
- Agenda management: booking, travels, meeting, arrange hotel for VIP, morning assembly.
- Office management: stationery, cleaning services, taxi card, telephone, mobile phone.
- Allocating and managing staff resources according to changing needs.
- Welcome/Receive visitors relating to work.
- Liaising and negotiating with customers and suppliers.
- Developing business by gaining new contracts, analyzing logistical problems and producing new solutions.

- Worked on railway Freight Document.
- Responsible for dispatch entry.
- Maintain all Register of Rake loading.
- All the Necessary Information given by Telephone.
- Responsible for online payment.
- Prepare Bad debt list & Responsible for recover it.
- Prepare for stock statement of different materials.
- Reconciliation of accounts of banks with Commercial officer.
- Handle the store work properly.

### **ACADEMIC QUALIFICATION:-**

DEGREE	SCHOOL / COLLEGE	UNIVERSITY / BOARD	YEAR OF COMPLETION
EXECUTIVE. M.B.A	Jay Bunedelkhand Institute for Science Education Management and Techno, Jhansi,	Bunedelkhand University, Jhansi,	Pursuing 2015
B.B.A.	Jay Bunedelkhand Institute for Science Education Management and Techno, Jhansi,	Bunedelkhand University, Jhansi,	2010
DIPLOMA IN PHARMACY	Pharmacy College Barpali, Bargarh, At/Po-Barpali, Dist-Bargarh,	Pharmacy Council India, Bhubaneswer,	2001
INTERMEDIATE	Anchalika Mahavidyalaya Swampatna, Kendujhor, Odisha,	C.H.S.E, Odisha, Bhubaneswer,	1996
X. STANDARD	Bakla High School, Jashipur, Mayurbhanj, Odisha,	Board Of Secondary, Odisha, Cuttack	1994

### **COMPUTER PROFICIENCY:-**

- Conversant with Windows, MS-Office( MS. Word, MS Excel, MS Power Point, Internet)
- Financial package: Tally.

### **PERSONAL INFORMATION:-**

Father's Name : Mr. Biranchi Narayan Sethi.

Present Address : At-Kapand, Po-Matiagorh, Ps-Jashipur,  
Dist-Mayurbhanj, Pin-757091, (Odisha)

Date of Birth : 01.05.1979.

Nationality : Indian.

Religion : Hinduism.

Sex : Male.

Marital Status : Married.

Language Known : English, Hindi and Oriya.

*Bikash chandra sethi*  
date - 25.09.2015.

(Mr.Bikash Chandra Sethi)