

CURRICULUM VIATE

NAME:- SUBHA MAITY

Permanent Address:- Beluria, Beluria, Paschim Medinipur, pingla, West Bengal, 721155.

Present Address:- Kestopur, BG 92, Krishnapur, Rabindrapally, 700101.

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Objective:-

Strong administrative, liaison and legal compliance capability to handle any large, middle industry as well as able to executive the facility management support efficiently.

Work Experience :-

1. UPDATER SERVICES PVT. LTD.

Job Post – FACILITY MANAGER.

(07.09.2015 to 1.02.2025).

2. BHARATH PAINTS PVT LTD.

JOB POST:- ADMIN MANAGER.

(12.02.2025 TO WORKING NOW).

Roles and Responsibilities:

General Administration: Managing office correspondences and ensuring the operational readiness with availability of logistics for operational & routine.

Facilities Management: Ensuring regular Facility maintenance, Tracking all AMCs and Periodic maintenance schedules monitoring. Parking space monitoring.

Office Management: Monitoring the stock flow of various materials used for office maintenance, Accounting, cost analysis and plan for the savings by analysing the consumption strategy.

Security: Physical security, electronic security & Surveillance management. Periodic security deployment inspection, Security equipment's, access controls and fire alarms systems monitoring along with cross functional team members.

Housekeeping:- Ensuring Clean and hygienic plant area, office area, Rest rooms and common areas as per specified guidelines. Ensuring staff mess cleaning schedules maintained without delay and consumable availability at all time. Ensuring drinking water availability and all water points.

Cafeteria: Ensuring Clean and hygienic cafeteria premises and service ready as per timelines agreed. Healthy and nutrition balanced menu preparation and Service monitoring. Checking & processing all correct invoices & tracking timely payments for all vendors.

Landscaping: Plant area & Office area lawn maintenance, Indoor and outdoor plants monitoring, Greenery monitoring.

Canteen service:- Pantry service arrangements and ensuring clean pantry available as per time lines agreed. Ensuring on time procurements of pantry consumables and cafeteria consumables.

Pest Control: Scheduling pest controlling activities across office and plant area. Ensuring regular services carried out as per agreed timelines

Liaising with Govt. departments: Liaison with Govt. and other statutory departments (MC, Police Etc.)

Vendor Management: Sourcing best vendors for day-to-day services. Ensuring best services with cost effective measures. Vendor evolution, feedback sharing.

EHS & Safety: Ensuring environment friendly office and plant space. Ensuring employee health standards at all times Employee safety assessments, Regular reviews and continues improvement drive towards best EHS standards.

Logistics Management: Which includes material movement, Travel, Transportation & accommodation, Guest / visitor arrangement, Meeting room management.

Grievance Redressal: Admin related grievance support & Resolutions. Data Management and regular interaction with cross functional team for status updates.

Horticulture & Landscaping Oversight:

Supervise horticulture contractors to maintain landscape as per the original design and company standards. Track activities and schedules to ensure continuous improvement and upkeep of green areas.

Liaise with management for periodic reviews and aesthetic updates.

Reporting & Documentation:

Prepare monthly reports on facility performance, consumables usage, vendor compliance, and incident tracking. Document improvement initiatives, action plans, and feedback from internal audits or senior management.

Ensure timely closure of action items and escalations raised by leadership.

Strategic Planning & Continuous Improvement:

Develop and implement operational improvement plans.

Introduce new ideas and innovations to enhance facility services.

Align facility operations with company culture, values, and long-term goals.

Strategic Planning & Continuous Improvement: Develop and implement operational improvement plan Introduce new ideas and innovations to enhance facility services. Align facility operations with company culture, values, and long-term goals.

Computer Skills: *Word, Excel, PowerPoint, Internet.ERP.*

Education Details:-

1. 10 th:- 68%(2010)
2. 12th:- 53%(2012)
3. Diploma electrical engineering:- 73%(2015)
4. Bachelor Of Technology electrical:- 78%(2021).

Personal Details:-

1. Date Of Birth:- 03.03.1994.
2. Father's Name:- Madhusudan Maity.
3. Languages Known:- Bengali, Hindi.
4. Gender:- Male.
5. Nationality:- Indian
7. Martial Status:- Unmarried.

Declaration:-

I do hereby declare that the above statements are true to the best of my knowledge and belief.

Place

Signature

Date
