

CURRICULUM VITAE

SUBHANKAR JANA

Vill-Banskhana Jal Pai
P.o-Dakshinchak
P.s-Bhabanipur
Dist-Purba Medinipur
Pin-721654, West Bengal

Cont : 07762924389/07001279320
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dsms.subha@gmail.com

OBJECTIVE: Working with an organization where I will be able to contribute to the organization's growth and in turn get an opportunity to gain exposure and expertise that would help me build a strong and successful career.

PERSONAL DETAILS :-

Name	:	Subhankar Jana
Father's Name	:	Sripati Charan Jana
Date of Birth	:	7 th November,1986
Marital Status	:	Married
Nationality	:	Indian
Language Know	:	English,Hindi & Bengali
Contact No.	:	07762924389
Passport No	:	X7842523

AREA OF SPECIALISATION: MBA:-Finance (Major)
Marketing (Minor)

EDUCATIONAL QUALIFICATION :-

1. **MBA** – DSMS Business School, West Bengal University of Technology, 2009-2011.
2. **B.Com**- Vivekananda Mission Mahavidyalaya, The Vidyasagar University,2004-2008.
3. **12th Standard** –Chakdwipa High School, W.B.C.H.S.E 2002-2004.
4. **Madhyamik Examination**,Dakshinchak High School W.B.B.S.E 2002

SUMMER INTERNSHIP PROJECT:-

1. **Title**:-ANALYSIS AND INTERPETATION OF FINANCIAL STATEMENTS
2. **Company**:-Durgapur Projects Limited ,A West Bengal Govt.undertaking.

PROFFESIONAL EXPERIENCE :-

1. **M/s ADITYA BIRLA RENEWABLES SUBSIDIARY LTD.** SR.EXECUTIVE HR & ADMIN
(Duration:08.12.2025 To Till Date). STU,ISTS & STUL,305MW,SOLAR PLANT,FATEHGARH,RAJASTHAN,345027.
2. **M/s AVAADA CLEAN PROJECT PVT LTD.** SR.EXECUTIVE HR & ADMIN (Duration:01.01.2025 To 30.11.2025).RUVNL,200MW,SOLAR POWER PLANT,SUDSAR,BIKANER,RAJASTHAN,334003.
3. **M/s MAHATHI INFRASERVICES (P) LTD.** Sr.Officer HR & ADMIN "Duration:03.06.2024 to 26.12.24) Shell Hazira,Surat,Gujarat-394270.
4. **M/s TATA POWER SOLAR SYSTEM LTD.** Sr.Executive HR & Admin _(Duration:01.02.2022 to 31.05.2024)TPGEL,225MW/110MW, Hybrid,Noorsar Project,Bikaner,Rajasthan-334001.

5. **M/s Tarachandra Engineering (P) Ltd.** ACCOUNTANT/HR(Sr.Officer) (Duration:18.02.2019 to 31.01.2022).DAHEJ,GUJARAT-393001.

6. **M/s IOT Anwesha Engineering & Construction Ltd-** ACCOUNTANT/Site HR(IR) & Admin Duration: 28.11.2011 to 11.02.2019.GOTRI,VADODARA,GUJARAT-390021.

KNOWLEDGE OF COMPUTER :-

1. Oracle Application (Patty Cash Entry, Supplier & Sub Constructor Bill Entry, Journal Ledger Report & GRN Prepare.

2. Tally 9.00

3. “Management Information Systems” (GNIIT) From NIIT Ltd. Camac Street Centre, (Kolkata).

Package:-,MS Office, Access, Operating System –Win-NT/2000, 2003/XP, Language – C++, RDBMS,SQL Server 2000, Information System (VB. Net with Crystal Report).Business Analysis using BI (Business Intelligence) Technologies, Modeling and Designing a Data Warehouse, Enterprise Data Sources and Migration Strategies.

IBM CAREER EDUCATION PROGRAM:-

“SERVICE ORIENTED ARCHITECTURE(CE/SOA/IIIML)”.

HR Responsibilities :-

1. Employee Records Management

- Maintain employee files and HR databases.
- Update personal, employment, and statutory records.
- Manage HR documentation and confidentiality.

2. Attendance & Leave Management

- Monitor employee attendance.
- Maintain leave records.
- Track absenteeism and overtime.
- Coordinate with payroll for attendance data.

3. Compliance

- Ensure compliance with labor laws and company policies.
- Maintain statutory records.
- Assist during labor audits and inspections.

Administration Responsibilities

1. Office Management

- Ensure smooth day-to-day office operations.
- Manage office maintenance and housekeeping.
- Supervise security and reception services.

2. Facility Management

- Coordinate repairs and maintenance.
- Manage office infrastructure and utilities.
- Ensure workplace safety standards are followed.

3. Vendor Management

- Identify and negotiate with vendors.
- Process vendor payments in coordination with finance.
- Monitor service quality and contracts.

4. Asset Management

- Maintain records of company assets.
- Allocate laptops, furniture, IDs, and other equipment.
- Track asset movement and conduct periodic audits.

5. Procurement

- Purchase office supplies and equipment.
- Maintain inventory.
- Control office operating expenses.

6. Travel & Accommodation

- Arrange employee travel bookings.
- Coordinate hotel reservations.
- Manage travel expense documentation.

7. Documentation & Policy Management

- Prepare administrative policies and SOPs.
- Maintain contracts, licenses, and agreements.
- Ensure proper document filing and retrieval.

8. Event Coordination

- Organize company meetings, conferences, and celebrations.
- Coordinate annual functions and employee engagement events.

ACHIEVEMENT :-

- 1 Played inter school cricket tournament at district level.
- 2 I was Placement coordinator of DSMS Business School.
- 3 I was asst. Cultural coordinator of DSMS Business School.

Place: HALDIA

Date :

Subhankar Jana