

CURRICULAM VITAE



SANTOSH KUMAR DEEPAK

C/o- Raja Ram Singh, Gaya Sipara Road,
Near Bharat Petrol Pump, Dopulwa
Purendarpur, Patna-800001
santosh.skd2008@gmail.com;
Hello:- 7903314899

OBJECTIVE:-

To obtain a long-term and challenging career with an esteemed organization, that would give me scope to utilize my technical, analytical abilities for the achievement of the organizational goals, simultaneously widening my sphere of Software skill and provides good opportunity for enhancement of professional and personal status.

Professional Profile

- 8 Years' experience in Management operations and Information management.
- Inter Departmental co-ordination and project support.
- Communication and Compliance with Govt. organizations.
- Prepare and maintain Govt. proposals.
- Data Collection, processing, Management in Excel and Adv. Excel.
- Supporting organization with data and various kinds of reports.
- Document preparation and processing for organization.
- Playing as team player in all kind of organization activity.

Technical Skills

O.S.	:-	Dos, Win7 to 10 .
Scripting Language	:-	HTML
Package	:-	MS Office, MIS, Adv. Excel
English Typing Speed	:-	6000 Key Depression / Hour
Hindi Typing Speed	:-	2000 Key Depression / Hour

Rewards

- Project of the Year 2016, by IIIM Ltd. Patna; (Event named as Umeed 2016)

Professional Experience

1. SHREE GARIMA PUBLICITY Pvt. Ltd. (Aug 2021 to Till Now)

Address: 201, RD Plaza, Lal Bhai Society Lane, Exhibition Road, Patna (Bihar)

Designation SENIOR MANAGER – MIS & PROJECT, ADMINISTETOR

Key Responsibilities

- Lead an All Projects under our organization. Managing documentation and reports.
- I'm work with Operations team. Various MIS Report as per required Management
- Sales Report; Prepare Billing files and submitted
- Make ppt and daily basis update excel sheet as per project.
- Enquiry (Regarding – Project. etc)
- Solve Client Issue;

2. SHREE AZAD TRANSPORT COMPANY Pvt. Ltd. (Dec 2019 to June 2021)

Address: The Business Hub. 6th Floor, Plot no. 2, Sec. - 14, Kaushambi, Ghaziabad - 201 012 (U.P)

Designation EXECUTIVE – MIS & PROJECT

Key Responsibilities

- I'm work with Operations team.
- Various MIS Report
- Sales Report
- Short Excess Report
- Enquiry (Regarding – Short, Bilti Eq. etc)
- Solve Client Issue.
- To handle the projects under our company. Filling Tenders, e-Tenders Proposal.

3. ABDIN ENTERPRISES & COMPANY (Jan 2018 to Oct 2019)

Address Flat No.- 405, Pushpanjali, Complex, Opp. Check Post, Boring Road, Patna – 1, Bihar.

Designation MANAGER – PROJECT & MIS

Key Responsibilities

- Lead an All Projects under our organization.
- Prepare Project Documents for filling any central Ministry and state government proposal
- Filling E-Tendering Proposal of state and central government.
- To Manage KYP Programme in Nawada Kashichak
- MIS Report (weekly, Monthly)
- MAEF Project Managed runs under Ministry of Minority Affairs.
- Registered NGO in NitiAyog Drapan Portal.
- To handle all the projects under our company like Domain, KYP, RPL, RFP, MAEF, ToT Programme, SSC Affiliation work (CSDCI, ESSCI, B&WSSC, AMHSSC, Green Job)

4. RAJENDRA INSTITUTE OF EDUCATION & SOCIAL WELFARE (April 2017 to Dec 2017)

Address Chanda Niwas, MagadhVihar Colony, Rukkanpura, Panta – 14, Bihar.

Designation MANAGER – PROJECT & MIS

Key Responsibilities

- Prepare Project Documents for filling any central Ministry and state government proposal
- Filling E-Tendering Proposal of state and central government.
- To Manage PMKVY Programme in Bihar District.
- Student Counseling for Admission
- MIS Report (weekly, Monthly)
- To handle all the projects under our company like PKMVY, Domain, KYP, RPL, RFP, ToT Programme.

5. INDUS INTEGRATED INFORMATION MANAGEMENT Ltd. (June 2014 to March 2017)

Address Leelavart Central, Alpana Market, Patlipurtra, Panta – 13, Bihar.

Designation SENIOR MIS (Billing & Revenue Collection Team)

Key Responsibilities

- I receive all type of Documents for billing from district like- Manual Attendance, Bio-Metric Attendance, DWO/BWO Monitoring Report, Tool Kit Receiving, CCTV & Photographs (all activates at center)
- I check & verify all Documents and write the Batch Name and Batchcode according to BMVM portal on document.

- Maintain all document through Billing Tracker BMVM_BCMT_Master), All information for billing purpose in this tracker.
- After checking the receiving Doc update tracker (MIS) for reporting.
- We give all the queries of batches easily and fast through Billing Tracker.
- Prepare Project Report for billing purpose.
- MIS Report day to day basis.
- Making report how many batches are ready for billing.
- Make report of pending doc's for billing and inform the Project Manager.
- Billing Tracker "BMVM_BCMT_Master" & "Billing Tracker Bihar" updating and reporting to seniors on daily basis.
- I also help to other team member for resolving issue related to computer operation, like printing and other issue.
- I'm also handle any work (As a Team Leader) through our MIS teams, after done this works making Reports, submits to my senior.
- All MIS Executive Reporting to me.

6. N.G. SHOPEE, Authorized Distributor of Star Sport India Pvt. Ltd. (Oct 2013 to May 2014)

Address L302/B, Hem Plaza, Frazer Road, Patna – 17, Bihar.

Designation **BACK OFFICE & MIS EXECUTIVE**

Key Responsibilities

- Making Stock Report, Weekly Tracker Report, Channel Placement,
- New Sale, DD & Chq. Entry in AMS
- Sent and Received Mails
- MIS Report

7. SCHOOL OF PREVENTIVE ONCOLOGY (Aug 2010 to Sep 2013)

Address A/27, Anandpuri, West Boring Canal Road, Patna – 17, Bihar.

Designation **SURVEY ADMINISTRATE CUM OFFICE ASSISTANT & MIS Executive**

Key Responsibilities

- **TCP (Tobacco Control Project)** Of Harvard School of Public Health, Boston (U.S.A) collaboration with Healis Sekhsaria Institute for Public Health, Navi Mumbai (An NGO related to Public Health) and School of Preventive Oncology
- Collect the data from the Participants. (This is based on a questionnaire)
- Feed into the Excel Sheet.
- Prepare monthly Progress report for the Project.
- MIS Report
- Technical Trainer (Computer and Software)

Academic Qualification

1. B.Ed. from Aryabhatta Knowledge University, Patna in 2014 – 2015 with 79.1% marks.
2. P.G. (M. J. M. C.) from Nalanda Open University, Patna in 2009 – 2011 with 57.38% marks.
3. B.A. from L.N.M.S.College, Birpur, (B.N.M.University, Madhepura) in 2007 with 55.66% marks.

Technical Qualification

1. Pursuing "O" Level from DOEACC, Ministry of Communication & Information Technology, Govt. of India.
2. COC (Certificate In Office Computing) from Arya Computer Education & Welfare Society in May 2003 to August 2004.
3. Expertise on Digital Camera, Handy Camera.

Personal Profile

Name	:-	Santosh Kumar Deepak
Father's Name	:-	Bhagwan Pd. Gupta
Date of Birth	:-	01 – January – 1985
Language Known	:-	Hindi, English
Marital Status	:-	Married
Hobbies	:-	Listening Music, Watching Movies, Playing Video Game

Strength

I am a honest, self-motivated and hardworking man with positive attitude towards my career & my life.

Declaration

I hereby declare that all the information furnished above by me are true, complete and correct to the best of my knowledge and belief.

Place :-

Date :-

Santosh kumar Deepak