

CURRICULUM VITAE

Harendranath Palai

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OBJECTIVE:

- To be a part of an excellent organisation that given me an opportunity to utilize my skills & talents towards benefiting the organisation and for better personal pursuits

STRENGTHS:

- Good Leadership Skills.
- Sincerity and dedication along with strong work ethic to execute assignment within constrains.
- Able to speak English, Hindi, Bengali, Odiya & Kannada
- Friendly & Co-operative suitable for team work.
- Enthusiastic with the quest to acquire Knowledge.

ACADEMIC PROFILE:

- Utakal University Orissa- B. A. in Arts
- S.S.L.C. in Udayanarayan High School, Orissa.

COMPUTER KNOWLEDGE:

- MS Words, MS Excel, MS Power Point, E-mail, Internet Work

WORK EXPERIENCE:

- Worked in Oracle India since 21st August, 2001 to 28th February, 2013 as a Shift incharge.
- Working in HCL Technologies. Since 3rd March, 2013 to till date as a facility incharge

RESPONSIBILITIES:

- In charge of all vigilance and facility matters of the premises, including discipline and conduct of Employee personnel under control.
- To ensure all company policies and norms are implemented and followed effectively.
- To collect all the information of Events/Trainings/Incidents and occurrence and assist as per the requirement.
- To ensure all instruction and information passed by Admin/HR are properly documented and ensure implementation of the same.
- Should ensure no unidentified/ unauthorized persons are entering inside the facility.
- Should stand firm and be polite min dealing with intruders/trespassers.
- Handling Activities/Events management & Faire & Safety.
- Smooth Handling of visitors, vendors and visiting expats.
- Should discreetly gather information from localities regarding planned instructions.
- Should ensure that large gatherings are avoided near the facility
- Should ensure all the auditable documents checked thoroughly.
- Should ensure SOP of the firm is followed properly.

PERSONAL DETAILS:

Name: Harendranath Palai
Date of Birth: 26/01/1980
Father's Name: Baidhar Palai
Nationality: Indian
Marital status: Single
Languages English, Hindi, Bengali, Odiya & Kannada

DECLARATION:

I hereby declare that all the above given information are true to the best of my knowledge and belief.

Place: Bangalore

(Harendranath Palai)

Date:

Signature of the candidate