

APPLYING FOR -

CURRICULAMVITAE

Present Address

Basanta Kumar Behera

Srihari Nagar, Lane No-14 Left
Ankuli, Near Bypass Road
Berhampur- 10, Ganjam Orissa.
Mobile No : +91 9892178593
Email – bbeherakumar@gmail.com



CAREER OBJECTIVE

Seeking a position to utilize skills and abilities that professional growth.

EDUCATIONAL QUALIFICATION:-

Sr.No	Degree	Name Of The College	Year Of Passing
1	S.S.C	Sunderswar High School Sundarpur(Orissa)	Mar 1998
2	H.S.C	K.M.Sc. College From Narendra Pur (Orissa)	April 2000

OTHER QUALIFICATION:-

1. Completed M.S. office in Primary Computer Institute from Mumbai.
2. Completed D.T.P. in C.S. Computer Institute from Mumbai.
3. Typing speed 30 w.p.m. in English.

OTHER ACTIVITIES:-

1. N.S.S. Voliantri In K.M.Science College.
2. Indian Passport Holder.

WORK EXPERIENCE:- (Total Work Experience 12 +)

1. Present working in **WRANGLER EXCLUSIVE STORE** as a **Store Manager** From **15th November 2022** to till date.

- A. Maintain billing, stock inward, outward on other issue solve in eShopaid POS software.
- B. Receiving online order in Rubicon software and all return product issue solve.
- C. Handling Billing , attendance , all expenses, manual cash, main cash, daily stock report , sales etc.
- D. Maintain daily, weekly & monthly DSR report and other purchase issue
- E. Make sale report maintaining in manual and excel end of the day reporting to owner and VM

2. Six years' experience in **BETA CONSULTANCY HR SERVICES PVT.LTD.** as **Immigration Executive & Requirement Coordinator** From **16th November 2015** To **4th April 2022.**

Job responsibility:

- A. Check the Demand Letter & Power of Attorney received from various clients. Obtain necessary permissions to place advertisements & conduct interviews
- B. Check the visa and other documents received from clients are in line with the requirements of the concerned Embassy / Consulate of the country
- C. Check the passport and other documents are in line with the requirements of stamping the visa where ever applicable, else for POE clearance if required
- D. Follow the requirements of various Embassies and Consulate to get the visa stamped if required irrespective of employment, short visit or business visit

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- E. Making the payments as per the requirements of the country and the type of visa. Keeping record of payment made via online or direct.
- F. Keeping record of the visa received, utilization status and the balance available per visa category of all the clients. Keeping record of the policy prepared per client. Preparing report for the POE office on a monthly returns basis
- G. Coordination with all the Team Lead / Managers for the visa stamping, POE permission & Emigration formalities.
- H. Attend all clients interview on event and checking the all documents means application from education details, experience details all things.
- I. End of the event shout out the application rejected & selected candidates. Then start of the operation process.

- 3. One year Five months experience in **M.GHEEWALA GLOBAL HR CONSULTANTS** as **Immigration Executive cum Back Office Coordinator From 12th Jun 2014 To 10th Nov 2015.**

Job responsibility: **(Same as previous organization.)**

- 4. Four years Five months experience in **G.GHEEWALA HR CONSULTANTS** as a **Immigration Executive cum Back Office Coordinator From 12th Jan 2010 To 30th Jun 2014.**

Job responsibility:

- A. Handling Immigration, agreement, departure & medical dept.
- B. After visa stamping shutout ECR & ECNR passport then ECNR entry in bill book maintaining software excel sheet & software package hire craft.
- C. ECR passport details means candidates details fax reliance insurance co. Then they will be issue the candidates insurance policy.
- D. Then attach the policy to the passport & set DM NO. (means demand letter ,power of attorney& employment contract all the documents submitted in Poe office they will be made DM NO) then entry in Mofa in the ministry of governmentIndiaEmigrate.gov.in site.
- E. Entry to be in the emigration book. Document required Xerox copy of the original docs.(received from the company to be deployed) one set and insurance policy of candidates to be made.
- F. An entry to be add in the insurance book & software insurance receipt of rs.314/- is issued premium rate of each candidates & give it to account Dept. to get a payment cheques.
- G. Accountable for deployment process. Make sure and of every process all required copy of document is maintained for company record.
- H. Medical process: when selected the candidates at that time sending the medical test then I calling to the doctor asking the candidates status fit, unfit& other problems.
- I. Then send to other employee & this medical report pickup then update in hire craft in software package, excel sheet & green register then give to HR& our visa submission the consulate.
- J. When candidates clear payment and any kind of charges then i will be made in agreement then sign in agreement then sign in agreement. And any query in candidate this query solve.
- K. After one day ticket is ready then given candidates ticket, passport& agreement.

- 5. Ten months experience in **ASMACS** as apost of **Computer Operator From 19th Mar 2009 till10th Jan 2010.**

Job responsibility :-

- A. Handling all candidates passport & CDC book in charge.
- B. As a passport in charge in passport department handling all candidates means 36000 passport in my responsibilities.All candidates passport stay in passport databank.
- C. Maintenance in software excel sheet candidates name,p.p no.,index no, coordinator name.

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D. And only visa stamping Mofa&immigrationMoia both are entry.

6. Two years Five months experience in **ISMART GLOBAL SERVICES (ISO 9001-2000)** as a post of **Back Office Executive from 16 Oct 2006 till 16thMar 2009.**

Job responsibility :-

ICICI Prudential different back office project.

- A. Maintain of ICICI prudential employees data & data verification project. Excel entry ICICI employee records as per physical ICICI HR files.
- B. Administration of the entire project with team 7 executive. Quality checking of total employee records of the team.
- C. Co-coordinating eith ICICI clients thus maintain the complete records of physical files inward. Processed& dispatched with TAT.
- D. Preparation of MIS records of missing document of ICICI prudential employees in physical files employee data etc.
- E. Adopting ideas, technologies in the project for the its development and completion accuracy.

Then changing my separate process means standard chartered bank in credit cards, process.

- A. Sorting & verification cheques then find out any technical discrepancies in the cheques.
- B. Entering data on ODC package in fox fro & also CCMS.
- C. Preparing tally sheet for reconciling the number of cheques & the total value of cheques processed at the end of the day.
- 7. One Years Two Months Experience In **D MART RETAILER.** As post of **Sales man Cum Cashier from1stMay 2005 till 7thAug 2006.**
- 8. **One Year Experience in Mcdonald's As post of Cashier form 4th April 2004 to 30th April 2005 (Part time).**

PERSONAL DETAILS:-

Father 'S Name : Ula Behera
Date Of Birth : 04th March 1982
Material Status : Married
Gender : Male
Religion : Hindu
Nationality : Indian
Language Known : English, Hindi, Oriya& Marathi
Industry Knowledge : Having Above 12+Years Exp. OverseasHR
Consultancy Sales Cum Cashier, Back Office Set
Up&Data Processing .
Place :
Date :

(Signature)

Basanta Kumar Behera