

Santosh Kumar Raula
Email: santosh.raula49@gmail.com

Mobile: +91 7978873016
Alt. Mobile: +91 7606856856

Aadhar No.: 9812 9171 1827
Passport No.: S6349579 (Valid Up to 28.04.2029)

Objective:

To Work as Professional in a Challenging Career and fully devote myself for the growth of the organization and myself. I also want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers is successful.

Professional Objectives:

- Around 7 years of experience in Hydropower storage domain & Admin related work.
- Around 4 years of experience in DTP operation.
- Around 3 years of experience in Transport Sector.
- Worked as an Office Executive under a 'B' Class Civil Contractor
- Currently working in Hydro Power Sector as **Admin/Store/Office executive**.

Educational Qualification:

- Completed **Graduation (B.A)** from **Berhampur University** in 2006.
- Completed PGDCA from **Zenith Software** with 'A' Grade.

Technical Experience:

Operating System:	Windows
Productivity Tools:	MS Office (Word, Excel, Ppt.), Internet
Typing Speed:	About 40 wpm.
Other Software Skill:	InDesign, Photoshop

Work Experience:

INTEGRATED WORKFORCE SOLUTION PVT. LTD.

- * Worked as **Administrator** at **Lower Kopli HEP 2 X 60 MW, Assam** Under the Supervision of **M/s ANDRITZ HYDRO PVT. LTD.**
 - Handling the Site Admin related activities like Site camp.
 - Planning and purchasing of all site materials.
 - Maintain all site accountings, Man-Hour Booking, Time sheet of employees and other site reports in **LMS software (Own software of Andritz Hydro Pvt. Ltd.)**.

Work Period:

- **31st Oct 2023 to Continue**

- * Worked as **Store Supervisor / Administrator** at **Kutehr HEP 3 X 80 MW, Himachal Pradesh** Under the Supervision of **M/s ANDRITZ HYDRO PVT. LTD.**

- From **1st Aug 2023 to 30th Oct 2023**

M/s KALINGA TRANSPORT, KONISI, BERHAMPUR, ODISHA

Worked as an Admin / Supervisor, purchasing of items, Handling all transport vehicle reports, Vehicle movements, maintenance, and official document (**MS Excel & Transport Software entry**) related work as per need.

Work Period:

- From **15th Sept. 2020 to 24th July 2023.**

M/S MEGAZEST PVT. LTD. BERHAMPUR, ODISHA

Worked as a Team Leader for Medical Transcription Project (**Excel & in Design Software**) & doing the book design format (Project base work) and doing Photoshop work (Wedding Karizma album design).

Work Period:

- From **4th Oct 2019 to 15th March 2020.**

M/s SHIVALIK HYDRO PVT. LTD

Worked as a **Store Officer** (Sub-Contractor) under supervision of **M/s GE PVT. LTD.** at Lower Solu 2X41 MW HEP, Nepal in Contract basis.

Roles & Responsibilities:

- ❖ Handling all the erection materials like Generator, Turbine, Busduct, Transformer, EOT Crane & Electric Components etc..
- ❖ Checking materials as per assembly sequence., Advise to store person how to stack materials and manage space.
- ❖ Daily store report collection and report to Client/H.O.
- ❖ Requirement & shortages of material and other queries inform to Client.
- ❖ Doing other official document entry works in **EXCEL** as per requirement.

Work Period:

- From **April 2019 to October 2019**

'B' Class Civil Contractor

Description

Worked as an Office Executive under a '**B' Class Civil Contractor** (M/s Siba Sankar Dalai) in Berhampur, Odisha.

Work Period

From **October 2017 to April 2019.**

Andritz Hydro Pvt. Ltd. (On Contract Basis) & M/s Pal & Sons

Description

Worked as a **Store In-charge** in **M/s AHPL** (On Contract Basis, June 2013 to April 2016) & **M/s Pal & Son** (Sub-Contractor, May 2016 to Sept. 2017) under supervision of **M/s Andritz Hydro Pvt. Ltd.** at New Umtru Hydro Electric Project 2x20 MW, Meghalaya.

From June 2013 to September 2017.

M/s AEE Pvt. Ltd.

Description

Worked as a **Store In-charge (Andritz Hydro Store)** at Myntdu Leshka Hydro Electric Project 3x42 MW, Meghalaya for **P.E.S Eng. Pvt. Ltd. (Sub-Contractor).**

From January 2011 to May 2013.

COLVILL RESEARCH

Description

I was working as an **Internet Researcher/Data Entry Operator** in Colvill. (Mumbai)

From 5th Jan 2009 –June 2010.

R. K. COMPUTER ACADEMY.

Description

Worked as a **lab asst.** in R. K. Computer Academy. (Odisha), From 25 Jan 2005 to 30 March 2006 for the period of 1.2 year.

PERSONAL Details:

Date of Birth:	12-04-1986
Nationality:	Indian
Religion:	Hindu
Marital Status:	Married
Gender:	Male
Native place:	Purushottampur, Ganjam, Odisha 761018, Nearest City Berhampur
Language:	Odia, Hindi, English & Bengali
Current CTC:	345024/- INR (Annual)

Place:

Santosh Kumar Raula