Rohit Kumar Behera

(chief warden)

centurion university

POST- PARALA KHEMUNDI

DIST. GAJAPATI -761211,(ODISHA)

Mobile . 09439625206

E-mail: rohit.behera@cutm.ac.in.

**Senior MANAGER & HR ProfessionalS**

(Offering over 22years experience)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Profile & Strengths**

* Dynamic and result oriented professional, offering over 22 years of experience on Administration & HR Management Training, Business Development, Relationship Management, Liaison / Co-ordination and strategic planning in star Hotels, Hospitals & Residential Recognised Educational Institution across the country.
* Keen strategist, adept at creating innovative strategies, formulating team and providing impulse in accelerating growth of the organisation. Possesses the competence to complete the work assigned without compromising on quality under all circumstances using a combination of organisational and presentation skills.
* Proactive professional with comprehensive and strategic understanding of Human Resource Management Systems and Business Issues; demonstration talent in divising and implementing HR strategies while structuring and implementing innovative policies / procedures.
* Demonstrated ability to manage human, financial and material resources towards the achievement of given objectives to plan and manage work programmes and to lead, motivate and provide effective guidance to a team of professional and supporting staff.
* Possess personal traits of punctuality, perseverance and diligence, exceptional communication, analytical and co-ordination skills, ability to use sound decision making skills and effectively perform in a cleanly way of self-directed work environment with proficiency in Oriya, Hindi & English.

**Core COMPETENCIES**

**\***Facilities Management **\***Team Leadership **\***Liasoning/Co-ordination

**\***Personal Management **\***Establishment Matters **\***Strong interpersonal skills

**\***HR Matters **\***Relationship Management

Institute ATTENDED:

Centurion University,

Paralakhemundi ,Odisha ( March,2012- continuing)

**Chief Hostel Warden**

KalingaBharati Residential College

Cuttack, Odisha (August, 2007–March, 2012)

General Manager Hostel Service

***Ashwini Hospital,***

***CDA, Cuttack,Odisha (April, 2006 to August,2007)***

***Manager House Keeping & Maintenance***

Hotel Hind Plaza,

BhawaniPatna,Odisha (March, 2004 to April ,2006)

General Manager

Hotel Ganapati,

Bargarh,Odisha (January, 2000 to March, 2004)

Operational Manager

Hostel Bishnu Palace**,**

Jharsuguda, Odisha (December, 1998 to Jan, 2000)

Operational Manager

***Rajiv Gandhi Cancer Institute & Research Centre (RGCI), Rohini, Sector – 5, New Delhi (October, 1996 to Nov, 1998)***

***House Keeping Supervisor***

Hotel Marina,

Connaught Palace, New Delhi (September, 1995 to Nov, 1996)

House Keeping Supervisor

Hotel Sartaj,

A/3 Green Park, New Delhi (February, 1993 – Sept., 1995)

House Keeping Supervisor

**Professional Skills**

* Proficiency in managing Security agencies, Spearheading efforts across developing, managing overall resources and facilities to obtain maximum efficiency in House Keeping and monitoring the performance of multi skilled work and ensuring smooth maintenance of Canteen, Laundry ,Cafeteria, Barber Shop,GYM etc.
* Monitoring operational expenses and ensuing proper maintenance of facilities and infrastructure like electrical equipment, lifts, EPABX System, Computers, D.G. Sets, transformers, Public address system and sophisticated medical equipments& machines etc.
* Looking after the transport and fleet management and ensuring proper availability and maintenance of vehicles.
* Independently implemented strategies for building team effectiveness by promoting a sprit of co-operation between team members with ensuring maintenance of proper discipline within the organisation.
* Deftly identified training gaps and inculcated professional competencies amongst the staff enabling their professional development and adding value to the organisation's human resources, leading efforts to streamline the housekeeping, waste management system attending to pest control system and there by enabling the institute a healthy growth.
* Skilled in handling inter / intra departmental co-ordination to ensure smooth operations at all times.

**EDUCATIONAL QUALIFICATION**:

* **MBA In HR** management from **Punjab Technical University,** Jalandhar, Punjab
* **Graduation in Arts** from Utkal University, Orissa, 1989.

**Personal DETAILS:**

Father's Name : Sri NityanandaBehera

Date of Birth : 15.11.1968

Nationality : Indian

Religion : Hindu

Correspondence Address : ROHIT KU. BEHERA (Chief Warden)

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT AT- R. SITAPUR P.O.-PARALAKHEMUNDI

DIST-GAJAPATI,(ODISHA)

MOBILE-9439625206, [email-rohit.behera@cutm.ac.in](mailto:email-rohit.behera@cutm.ac.in)

Salary Drawn : Rs.45780/- net per month + EPF, Medical Insurance + two bed room furnished accommodation + free food +Fuel & telephone allowance

Salary Expected : Negotiable

(Rohit Kumar Behera)