

**MANOJ KUMAR SAHOO**

House No. 4/II, A/3,
Chandrasekharapur,
Near Rail Vihar Colony back
Gate, Bhubaneswar Odisha-
751023

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9556277019

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Computer Proficiency:

- Post Graduation in Diploma in Computer Application (PGDCA),
- Tally 7.2
- Course of Computer Concept (CCC) from NIELIT, New Delhi.

Personal Information:

S/O.: Golak Bihari Sahoo
Village-Saladei, Po-Odapada,
Via-J.K. Road, Dist-
Kendujhar, Odisha-755019
D.O.B: 08.06.1988
Sex: Male
Marital Status: Married
Nationality: Indian
Religion: Hindu
Language known:
Oriya, English, Hindi

CURRICULUM VITAE**PROFESSIONAL SUMMARY:**

A results-driven professional with 14+ years of experience in HR, Administration, IT Support, and Government Liaisoning. Proven expertise in coordinating with Ministry of Environment, Forest & Climate Change (MoEF&CC), Odisha State Pollution Control Board (OSPCB), Central and State Government Departments, and other statutory bodies. Adept at handling Parivesh Portal, GeM, E-Office, RTI, and Environmental Compliance Documentation. Skilled in stakeholder coordination, compliance facilitation, and ensuring smooth communication between government offices and organizations.

KEY EXPERTISE & RESPONSIBILITIES:

- **Government Liaisoning:** Hands-on experience coordinating with MoEF&CC (HQ & Regional), OSPCB, Odisha Govt. Departments, and Central Govt. Ministries for clearances, compliance, and policy-related communications.
- **Regulatory Compliance:** Proficient in handling Environmental Clearances (EC), Forest Clearances (FC), CAMPA, REC Meetings, EIA/EMP submissions, and RTI responses.
- **Administrative Management:** Skilled in HR operations, payroll, vendor management, documentation, correspondence, and travel arrangements.
- **IT & Technical Support:** Strong expertise in E-Office, GeM Portal, Parivesh 2.0, NIC systems, troubleshooting hardware/software, and digital record maintenance.
- **Soft Skills:** Excellent communication, coordination, problem-solving, multitasking, and leadership abilities.

Educational Qualification:

- MBA (HR/Finance) from Swami Vivekananda Subharti University. Meerut, UP.
- B.Com. from V.N. College, Jajpur Road, Jajpur, Utkal University, Odisha.
- +2 Com. (12th) from T.T. College, Ghatagaon, Kendujhar, C.H.S.E. Odisha.
- Metric (10th) from K.B. High School Saladei, Kendujhar, B.S.E. Odisha.

Work Experience:

1. **Software Application Support Engineer:** Regional Office, Ministry of Environment, Forest & Climate Change (MoEF&CC), Bhubaneswar deployed by NIC, MoEF&CC, New Delhi. Apr 2024 to Present.
2. **Office Support Assistant:** Regional Office, MoEF&CC, Bhubaneswar deployed by NIC, MoEF&CC, New Delhi from Oct 2021 to Mar 2024.
3. **Office Assistant:** Ministry of Environment, Forest & Climate Change (MoEF&CC), New Delhi from Jun 2012 to Sep 2021.

Responsibilities:

Office Administration & Executive Support:

- Maintained electronic and physical filing systems ensuring confidentiality of records.
- Managed executive correspondence, reports, drafts, and emails with accurate data entry and documentation.
- Coordinated officers' calendars, appointments, meetings, and domestic travel logistics (flights/trains, venue bookings).
- Prepared meeting minutes, official correspondence, and presentation materials.
- Processed RTI applications, drafted replies, and maintained environmental monitoring documentation for scientists.
- Coordinated procurement of office supplies and stationery, maintained inventory, housekeeping oversight, and prepared expense/budget reports.
- Handled reimbursements (medical, newspaper, TA/DA bills) and maintained establishment documentation.

Human Resource Management:

- Executed full-cycle recruitment: job postings, resume screening, interview coordination.
- Prepared employment contracts, offer letters, and performance review documentation.
- Facilitated new hire onboarding with orientation and training logistics.
- Handled employee grievances formally/informally, escalating and following up for resolution.
- Processed outsourcing staff requirements and tender documentation through GeM portal.

Government Operations & Liaison:

- Managed Parivesh Portal submissions: EC/FC proposals, REC notices/agendas, uploading approval letters, and preparing meeting minutes.
- Scrutinized proposals, prepared fact sheets, and coordinated Stage-I compliance documentation via e-Office.
- Liaised with Parivesh Helpdesk and NIC Team, MoEF&CC, New Delhi to resolve portal-related queries.
- Coordinated with MoEF&CC HQ and State Pollution Control Board for clearances, compliance, and reporting.
- Assisted senior scientists (Scientist E & C) in environmental monitoring documentation and approvals.
- Drafted replies for RTI and appeal cases related to regional operations.

Technical & IT Support:

- Addressed e-Office issues (account creation, uploads, name change requests) and coordinated with MoEF&CC, New Delhi.
- Provided IT support: installation/troubleshooting of hardware/software, antivirus, printers, and scanners.
- Coordinated AMC and procurement of IT equipment through GeM.
- Supported technical arrangements for official meetings (CAMPA, Parivesh, Forest & Environment reviews).

4. **HR Assistant:** Simplex Infrastructure Ltd., Rourkela Steel Plant Project, Rourkela, Sundargarh from Dec 2010 to Jan 2012.

Responsibilities:

- Managed HR operations: recruitment, onboarding, payroll, EPF/ESI compliance, and employee documentation.
- Coordinated site-level administration, including attendance, leaves, employee records, and vendor contracts.
- Organized training programs, maintained HRIS database, and resolved payroll-related queries.
- Prepared and submitted monthly employee data reports, analyzed workforce metrics, and updated employment status changes to maintain accurate HR records.
- Managed confidential employee documentation including personnel files, performance evaluations, and training records in both physical and digital formats.
- Processed HR operational reports, coordinated daily site visit documentation, and liaised with the HR Manager on staffing updates.
- Organized and maintained ESI & EPF records for all employees while ensuring data confidentiality.
- Coordinated HR projects including staff meetings, training programs, and employee engagement initiatives.
- Oversaw office administration including stationery procurement and transport coordination.
- Supported office administration including procurement, travel, and staff engagement activities.
- Maintained electronic and physical filing systems while ensuring confidentiality of organizational records.
- Managed executive correspondence, reports, and emails with precise data entry and documentation.
- Coordinated officers' calendars, appointments, and contact management systems.
- Arranged domestic travel logistics (flights/trains) and scheduled meetings including venue booking.

Declaration:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

(MANOJ KUMAR SAHOO)

Date: **21.08.2025**
Place: **Bhubaneswar**