

# CURRICULUM VITAE

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**Abhishek Pandey**

**B.COM**

**MGKVP (Varanasi)**

**UTTAR PRADESH**

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Mob no: 7310332738

## **OBJECTIVE**

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Intend to build a career with leading corporate of high-tech environment with committed & dedicated people, which will help me to explore myself fully & realize my potential. Will to work as a key player in challenging & creative environment.

## **EDUCATIONAL QUALIFICATION**

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- 10th Passed from M.P Board BHOPAL
- 12 Passed From M.P Board BHOPAL
- B.COM From MGKVP Varanasi

## **PERSONALSKILLS**

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- Creative and quick learner.
- Dedication towards the task.
- Compatibility to do work in various situations.
- Teamwork.
- Team Handling
- MS-OFFICE work
- MS EXCEL
- ERP
- SAP
- MS PPT
- Tally ERP 9
- Time management

## **Area of expertise**

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### **Operation Management**

- Improve the operational system. Processes and policies in support of organization mission- Specifically, support better management reporting, information flow.
- Plays significant role in long term planning, including an initiative geared towards

operational excellence.

- Development of individual program budget.
- Disbursement of checks for agency.
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### **Facilities Management**

- Day to day administration, vendor management, negotiation, needs handling of 500+ employees, Track over day-to-day repair & maintenance issues, travel
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### **Operations**

- Supervising and managing day to day administration and operational work of the organization, spread across PAN India

### **Security Management**

- Ensuring physical and information security
- Track over the movement of Assets
- Generating incidents reports
- Checking and Authorizing Returnable and Non-returnable gate pass

### **Logistics**

- Appointing and negotiating with transporters, & maintaining vehicles to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries
- Taking adequate measures to monitor and analyze the performance of transporters pertaining to cost, quality and delivery norms

## **EXPERIENCE**

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**Currently working at DV Steel Corporation as  
Administrator & Operation Manager Since May 2023 till  
Present (BANGALURU)**

- **Roles & Responsibilities: -**
- Handling Personnel matters, housekeeping, office automation, office administration & pantry services, telephone lines, stationery and daily rhythm of office
- Maintaining Monthly Reports and Dashboard of all functions
- Managing all utility bills related to Store & Office (Electricity, Telephone, Water etc.
- Appointing and negotiating with transporters & maintaining vehicles to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries.
- Do review on daily basis of my area loss prevention
- Create and control the Annual budget of Module Production Division (MPD)
- Create Mid-term budget & Long-term budget for MPD.

- Prepared weekly report and monthly dashboard.
  - Daily Maj-cat counting schedule planning and summarizing the report with actual data
  - Cost optimization activities involving other departments
  - Product cost management for current & future products
  - Verification of Daily cash/bank voucher, departmental labor wages and payment
  - Monthly closing cash, Bank, supplier, purchase register and contractor for final report preparation.
  - Ledger scrutiny of all the Customers / Vendors and Maintaining the balance confirmation process from various Customers / Dealers.
  - Verification and payment of royalty sheet and entry posting in SAP.
  - Visit functions for SOP Audit, Cash Audit and Inventory Audit
  - Handling Administration regarding issues and it related issues.
  - Auditing petty cash expenses and sales reconciliation.
  - Review of Daily Reports of functions such as Daily sales report, Customer Return, Vehicle Short Excess, Cash Deposit Tracker, Cancel Bill, Internal & External Theft.
- Ensure all compliances including TDS, GST, EPF, CLRA and ISMW Annual return ESI Monthly return while claiming of revenue.

**Worked experience in *Mayasheel Retail India limited* as  
Sr. Admin Executive since September 2022 – May 2023**



**(Gurugram)**

**Roles & Responsibilities: -**

***Handling 55 stores from all regions & zones in pan India of Mayasheel retail India limited.***

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Handling Personnel matters, housekeeping, office automation, office administration & pantry services, telephone lines, stationery and daily rhythm of office
- Recruiting and training personnel and allocating responsibilities and office space.
- Assessing staff performance and providing coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Store audit monthly basis, checked petty cash expense, verify banking amount, CCTV monitoring, training provided to store INTERNAL AUDITOR, ELECTRICIAN, working on daily report, also working on a vehicle in transit, To Check Void Sales, Worked on external & internal theft.
- Doing visit on stores to adhere the company Sop's, Prepare monthly reports data.
- Track daily basis reports from stores & maintain
- Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to

budgetary constraints.

- Monitor costs and expenses to assist in budget preparation.
- Oversee facilities services, maintenance activities and tradespersons (e.g., electricians).
- Organize and supervise other office activities (recycling, renovations, event planning etc.).
- Ensure operations adhere to policies and regulations.
- Keep abreast of all organizational changes and business developments.

**Worked experience in [Sugam Parivahan Ltd](#) as a post of [Admin Executive](#) from (Feb 2022 to Sep 2022) (NOIDA)**



- Proper booking of tax invoice & sub- contractor invoice, finalize due payment
- Preparation monthly bank reconciliation statement
- Responsible for Accounts Receivables & Payables
- Monthly Payment of TDS and quarterly return filling.
- Recruiting and training personnel and allocating responsibilities and office space.
- Handling Personnel matters, housekeeping, office automation, office administration & pantry services, telephone lines, stationery and daily rhythm of office
- Handling Administration regarding issues and it related issues.
- Track daily basis reports from stores & maintain
- Appointing and negotiating with transporters & maintaining vehicles to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries.
- Managing all utility bills related to Store & Office (Electricity, Telephone, Water etc.
- Booking subcontractors and ensuring they deliver within agreed terms.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices. Managing all office expenses and processing Imp-rested claims.
- Taking care of all HVAC AMC and DG Super shield

**Worked experience in [Kajal Construction](#) as a post of [Jr. Admin Executive](#) from (March 2019 to Nov 2021) (Varanasi)**

- Handling Personnel matters, housekeeping, office automation, office administration & pantry services, telephone lines, stationery and daily rhythm of office
- Manage to clear all traffic police challans and other taxes of company vehicles.
- Security Management – Fire safety, CCTV and Security guard.
- Taking care of all HVAC AMC and DG Super shield
- Preparing and editing letters, reports, memos, and emails
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- Manage and motivate the Housekeeping and Security members for quality performance of a team.
- Managing quality accommodation and transport for Guests, Visitors, Senior staffs etc.

- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices. Managing all office expenses and processing Imp-rested clams.

### **Worked experience in Mehak Construction as a post of Junior Account Executive from (June 2016 to September 2018) (GWALIOR)**

- Ledger scrutiny of all the Customers / Vendors and Maintaining the balance confirmation process from various Customers / Dealers.
- Track daily basis reports from stores & maintain
- Minimize the financial losses of an operation related to theft, accident, and injury.
- Review of Daily Reports of Customer Return, Vehicle Short Excess, Cash Deposit Tracker, Cancel Bill, Internal & External Theft
- Proper booking of tax invoice & sub- contractor invoice, finalize due payment
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Organize and supervise other office activities (recycling, renovations, event planning etc.).
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Keep abreast of all organizational changes and business developments
- Making Invoice & supporting document
- Clearing all petty cash, vouchers and purchase order on daily basis
- Handling Administration regarding issues and it related issues.

### **HOBBY**

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- BIKE RIDING
- CRICKET
- Listening to music

### **PERSONALPROFILE**

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- Father Name : Mr. Krishna Kumar Pandey
- D.O. B : 16 Oct 1998
- Nationality : Indian
- Marital status : Unmarried
- Gender : Male
- Religion : Hindu
- Contact Number : +917310332738

### **DECLARATION**

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I hereby declare that all the details are true to the best of my knowledge & belief.

- **Languages Known:** Hindi, English

**Birth Place: SONBHADRA, UTTAR PRADESH**  
**Current Place: BANGALURU, KARNATAKA**

**ABHISHEK PANDEY**