

# RESUME

## Arvind Kumar

(Admin Associate)

Email-aarvindyadav8173@gmail.com

Mobile No: -  
+91- 9793651807

### Address:

321 A block, Near Bala Ji Mandir Raja  
Ji Puram  
Distt-Lucknow(U.P.)  
Pin-226017

**Permanent Address:** Vill- Vajidpur,  
Post- Dehali, Shivgarh Raebareli U.P.-  
229308

### Personal Data:

**Father's Name :** Mr. Laxmi Narayan  
**Date of Birth :** 07-Aug-2000  
**Sex :** Male  
**Nationality :** Indian  
**Marital Status :** Single

### Languages Known-

English, Hindi

### **Skills**

- **MS Office (Advance Excel)**
- **Libre office**
- **Outlook**
- **SAP (MM)**
- **BarTender** (Comprehensive Bar Code Labeling Software)
- **Petty Cash,VMA,Provision**
- **Vendor Management**
- **Billing & Invoicing**
- **Event Planning**
- **Communication** (Physical/Digital)
- **Problem Solving**
- **Technical Proficiency**
- **Team Collaboration,Leadership**
- **Customer Service**
- **Data entry accuracy and speed**
- **Data Analysis,Expense Analysis**
- **Record Keeping, Book Keeping**
- **Time Management**
- **Financial Management**
- **Inventory Management**
- **Quotations & Negotiation**
- **Quality Control**

### Objective:

To work in an organization where hard work, punctuality and honesty towards the job is motive. Where I can use my capabilities and talent for the benefit of the organization as well for my own growth.

### Education:

#### Professional Qualification:

- Advance Diploma in Computer Application (**ADCA**).
- Course on Computer Concepts (**CCC**).
- Working with **LMS** (Learning Management System).
- Typing Hindi & English.
- Completed one month training of MS Office.
- Supply Chain & Management.
- SAP (Material Management).
- BarTender (Comprehensive barcode labeling software).

#### Academic Qualifications:

- **High School** from Shri Jagdamba Bux Higher secondary school , Barabanki UP.  
U.P Board (2015) With **First Division**.
- **Intermediate** from S.B.K.I.C., Barabanki UP.  
U.P. Board (2017) With **First Division**.
- **Graduation** from R.M.L.U. Awadh University (2020).
- **Post-Graduation** from R.M.L.U. Awadh University.

### Extra-Curricular Activities

- Successfully completed "Bharateey Sanskrit Gyan Pariksha" with my Intermediate.
- Stock Taking both physical & Virtual.
- Worked on University LMS portal & now also Asian Paints.
- Invigilator duty during examination in University (SRMU).
- I.T. Exam conduction department label.
- Academy Management.
- Working with SAP.
- *Completed SRMU Staff Training & Development Program. (28 July2022 to 30 July2022)*
- *Supply Chain & Management.*

## Working Experience: 7 Year & More

### • Work Experience :

#### A. Paints, Décor & also in Educational Sector.

**Name of Company :** Asian Paints Colour Academy.

**Designation :** Admin Associate.

**Industry :** Training & Educational.

**Date of Joining :** 10 Jan 2023 to till Now.

**Deputed by :** Color Avenues (New Delhi)

**Area of operations :** Coordination, Supply chain & management, Outlook, MIS, Book Keeping, Stock Keeping, Calling, Conducting Meeting, Expense sheet, Data Management, SAP(MM), VMA, Audit Management, Vendor Management, Venue Hiring, Petty cash, Attendance, Time Office, Payroll .

#### Job Profile & Responsibilities:

- Working with SAP (MM) Software like FSM Punching, Material inward, outward, stock taking, FSM Punch, Stock Transfer, Material mentioning in plant.
- Interacting with Mail, Writing and answering mails.
- Connecting with distant employees by zoom meeting, TeamViewer, MS Team and also Mail, System's problem solving by ticket raising.
- Preparing monthly vendor provision, VMA & expense sheet under HO approval.
- Preparing Physical tracker on excel sheet, collecting training fees, giving fee receipt, Painter registration on portal.
- Petty Cash handling, Expense reco. Sheet, Review the bill detail, compare with receipts, Authenticate approvals, verify calculations, Investigate discrepancies, approve or flag for review.
- Vendor Management, Vendor selection, Negotiation, Relationship Management, cost efficiency, payment.
- Calling to participant for attend training & completing batch.
- Maintain office assets like furniture, office equipments, communication devices, office infrastrucute, office appliances, safety, security equipments Etc.
- KYC of participants, Sending Physical, Digital, IDF, FM tracker to HO weekly, Uploading IDF photos on drive.
- Compiling data and sending to HO, Maintaining Material requirement & receiving sheet, office gift management.
- Security control, Monitoring, Remote viewing, privacy considerations, Access control, Alarm system, Integration with CCTV.
- Managing Audit- execution, reporting, audit follow-up, Audit documention & record management, clear communication, closing the observation point.
- It's my responsibility that all office machines, equipments etc are working properly, repairing through quotation approval.
- Sending reports to HO, officers as per requirement, Compiling & send Material requirement, receiving data of North Division.
- Conducting official meetings, Event Management, initial planning, budgeting, timeline, venue selection & logistics, Marketing & promotions, Participants Management, on site management, post event evaluation, vendor payments.
- Courier management- Booking, scheduling, packaging & labeling, Tracking & monitoring, documention & paper work like away bill etc.
- Preparing Visitor register, Employee's attendance sheet & sending to HR.
- Connecting with North team & record significant information.
- Maintaining record files.
- Attendance, Payroll & Time Management- attendance tracking, monitoring reports, addressing attendance issue, recognition & incentives, regular monitoring, Genrate reports, Define exepctations, Eliminating time wasters, effective task management, cost saving.
- LMS- course management, learing delivery, Assement & quizzing, Collaboration & communicatin, administration & management, certification & report printing.

## **B. Two years in Educational Sector.**

**2. Name of University: Shri Ram Swaroop Memorial University Lucknow.**

**Position : Senior Office Executive**

**Industry : Educational**

**Date of Joining : 16 Jan 2021 To 09 Jan 2023.**

**Area of operation:**

**Computer Operating, Management, Report preparing, Office Assests, Book keeping, stock keeping, LMS, Exams scheme praring, Exel, outlook PPT, Library Incharge, Stationery item, invigilator for exams, Data Management, Multi Tasking.**

### **Job Profile & Responsibilities: :**

- Handle incoming and outgoing correspondence, including emails, phone calls and record significant information.
- Preparation and submission of report of academic activities periodically to Principal Office.
- Coordination with Head office and give the feedback about the Departmental activities, related correspondence and obtaining necessary approvals from the HO.
- Stock verification both physical and as per books in Departmental Library.
- Receiving and dispatching reports as per required.
- Supporting to team members.
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Preparing Notice, IOM, Agenda, etc.
- Assisting of HOD and coordinating with the faculty.
- Organizing staff meetings and updating calendars.
- Invigilator's duties during examinations.
- Management of office Employees.
- Data Management.
- Market Research.
- Management of correspondence.
- Customer Service- Query, Information.
- Manage and maintain office supplies and equipment, ensuring they are always in good working order.
- Coordinate and schedule meetings, appointments, and travel arrangement for the team.
- Maintain and update company databases and records, ensuring accuracy and confidentiality.
- Assist in the preparation of reports, presentations, and other documents as required.
- Manage office expenses and budget, ensuring cost-effective operations.
- Support the HR department in various administrative tasks, such as maintaining employee records and assisting in recruitment activities.
- Provide general administrative support to the team, including photocopying, scanning, and filing documents.
- Assist in organizing company events and meetings, including venue booking, catering arrangements, and logistics.
- Ensure the office is clean, organized, and presentable at all times.
- Time Management.
- General Administration.
- Multi Tasking.

### **C. 1 Year 11 Month in Agri-business (Fertilizers, Seeds & Pesticides)**

**3. Company Name :** Willowood Crop Sciences Pvt. Ltd.  
**Position :** Office Executive /Ass. Go down incharge.  
**Industry :** Agri-input  
**Date of Joining :** From Jan 2019 to Dec 2020  
**Area of operation :** Billing & Supply,Excel,Outlook,SAP (MM),Coordination,Leadership,Ensure Safety,Skills Management,Safety Regulations,Processing orders,Logistics,Creating Staff rotas,Inventory Accuracy,Supply chain Management,Oral & written communication.

**Key job Profile :**

- To ensure safe unloading and take stock of materials to our account. Stock verification both physical and as per books.
- Preparation and submission of report on sale and collection activities periodically to Principal Office.
- Coordination with Head office and give the feedback about the ware house activities, related correspondence and obtaining necessary approvals from the HO.
- Assisting to PO for preparation of management committee reports. Liaising with Bank official in order to perform day to day Banking activities as required.
- Support the Requisition to pay invoice processing team. Processing PO Invoices by three-way match.
- Processing Non-PO & Service PO Invoices with approvals. Invoice exceptions clearing
- Supporting to team members.
- Control for Manage Inventory.
- Supervise warehouse employees & oversee daily operations.
- Inspect the condition of tools & equipment's.
- Enforce all company rules & regulations.
- Communicate with drivers to ensure efficient delivery of product.
- Logistic & purchased.
- Communication with transportation.
- Billing,Supply,Bilty, Tracking.

### **D. 1 Year 8 Month in FMCG.**

**4. Company Name :** Parley Agencies.  
**Position :** Computer Operator.  
**Industry :** FMCG  
**Date of Joining :** From Mar 2017 to Nov 2018.  
**Area of operation :** Billing & Supply,Excel,Mail,Tally,Customer Service,supply chain  
**Key job Profile :**

- Receiving emergency and non-emergency calls and record Significant information.
- Addressing problems and requests by transmitting information or providing solutions
- Receiving and dispatching orders for products or deliveries.
- Develop delivery routes and maintain contact with drivers throughout the day.
- Act as a communication liaison through the two-way truck radio system and answer incoming phone calls from drivers on the road.
- Monitor and control computer systems and networks to ensure optimal performance and Security.
- Perform routine maintenance tasks such as system backups, software updates.
- Install, configure, and maintain computer equipment and peripherals.
- Strong problem-solving and troubleshooting.
- Product Quality checking.

- Communicate with sales man & solving their query's.
- Basic Stock Keeping, Book Keeping, Monthly Stock taking.
- Employees Attendance, Leave calculation.
- Salary Extract, Winner report.
- Financial Record.
- Maintain Record Files.
- Billing & Invoicing.
- Cash Collection.

**Hobbies:**

Watching Movie, Driving, listening music, Net Surfing, Travelling, Biking.

**Declaration**

I, solemnly, declare that the above-mentioned information is true and correct to the best of my knowledge. I understand, if any information given is false/ incorrect my candidature is liable to be rejected.

**PLACE: Lucknow**

**DATE: -**

**ARVIND KUMAR**