

CURRICULAM VITA

MOHD SAHIL

S/O Mr. MOHD ISMAIL

643A/171 Paltan Chhawani

Sector A Sitapur Road Janki Puram, Lucknow

Contact No. 8896861787

Email: mo.sami0007@gmail.com

CAREER OBJECTIVE:

Results-driven Executive Assistant with over 3+ years of experience in supporting leadership, optimizing processes, and managing cross-functional teams. Seeking to transition into a Director role to leverage expertise in strategic planning, operations, and stakeholder coordination. Focused on driving operational efficiency, fostering collaboration, and supporting organizational growth and long-term success.

Skills:

- Administrative skills
- Material Management
- Team Leadership
- Process Optimization
- Financial Management
- Vendor Coordination

ACADEMIC QUALIFICATION:

- Master in Public Administration from **Swami Vivekanand Subharti University**.
- Bachelor of Commerce from **Kanpur University**.
- Intermediate from U.P Board.
- High School from U.P Board.

Experience:

Pratibha Press & Multimedia Pvt. Ltd.

Executive Assistant To Director

Lucknow, India

- Oversee daily office operations and ensure smooth workflow.
- Manage scheduling and coordination of meetings, travel, and appointments.
- Handle incoming communication and ensure timely responses.
- Draft and maintain internal and external correspondence.
- Manage document organization, filing, and record-keeping.
- Resolve operational issues and provide effective solutions.
- Assist in budgeting, monitor office expenses, and provide financial support.
- Ensure office facilities are well-maintained and operational.
- Provide administrative support to staff and management.
- Organize and coordinate company events and functions.
- Ensure compliance with company policies and regulations.
- Prepare and submit reports related to office activities and performance.
- Provide dispatch support by managing logistics, shipments, and deliveries.
- Assist in the preparation and tracking of financial documents and transactions.

Notable Achievement:

Ayodhya Deepotsav (2022-2024): Played a pivotal role in organizing and managing the **Ayodhya Deepotsav**, one of the largest Diwali celebrations in India. I coordinated the logistics and execution of the event, overseeing the supply of over **32 lakh diyas** in 2024, and successfully facilitated the world record achievement for lighting the most oil lamps in the world. Additionally, I ensured the timely and efficient distribution of these diyas, completing the process within just **10 days**.

Furthermore, **Ayodhya Deepotsav** has set **consecutive world records in 2022, 2023, and 2024**, making this event a historic and ever-expanding milestone in the celebrations, with each year surpassing the previous one.

PN International Pvt. Ltd. (KARAM)

PRODUCTION PLANING MANAGER

Lucknow, India

- Handle to all physical stock & Manage inwards outwards stock requirements.
- To make Invoice & challan of dispatch & E- Bill.
- Job Moment working in ERP Software.
- Timely physical stock Audit weekly/Monthly basis on Software.
- Provided effective resolutions to issues and escalated problems with knowledgeable

support and quality service.

- Handle Floor worker
- Performed data backups and disaster recovery operations.
- Spearheaded server infrastructure development, quality control, staging and production operations

V5 Logistics and Warehousing Pvt. Ltd.

MIS Manager

Lucknow, India

- **Problem Resolution:** Provided effective resolutions to issues and escalated problems with knowledgeable support and quality service.
- **Data Backup and Disaster Recovery:** Performed data backups and disaster recovery operations efficiently.
- **Server Infrastructure Development:** Spearheaded server infrastructure development, quality control, staging, and production operations.
- **Team Collaboration:** Worked successfully with a diverse group of co-workers to accomplish goals and address issues related to products and services.
- **Customer Satisfaction:** Exceeded customer satisfaction by finding creative solutions to problems.
- **Invoice & Challan Creation:** Prepared invoices and challans for dispatch and generated E-bills.
- **Stock Audits:** Conducted timely physical stock audits on a weekly/monthly basis and reconciled with ERP software.
- **MIS Reporting:** Shared MIS reports on a daily basis and sent them to the Head Office (HO).
- **Transportation Management:** Coordinated transportation arrangements and followed up with drivers.
- **Delivery Tracking & Zero Pendency:** Managed delivery tracking and ensured zero pendency in all deliveries.
- **Stock Management:** Handled all physical stock and managed inward and outward stock requirements.
- **FIFO / LIFO & SOP Compliance:** Followed FIFO/LIFO methods and ensured proper adherence to company SOPs.
- **Dispatch Record Keeping:** Maintained and updated dispatch details on a daily basis in Excel sheets.
- **ERP Software Operations:** Performed job functions using ERP software for tracking & managing operation.

Key Achievements:

- **72 Districts Delivery Management:** Supervised and coordinated **point-to-point deliveries** across **72 districts**, ensuring timely and accurate delivery at each location.
- **Team Leadership & Coordination:** Aligned with Team Leaders, Area Managers, and Regional Managers to delegate tasks and ensure smooth operations across all districts.
- **Zero Pendency:** Ensured zero pendency in deliveries and dispatches by maintaining effective coordination and tracking.

SIL

Plant Trainee

LUCKNOW,

- Created tables, pivot reports and charts for information tracking purposes.
- Created and updated user-friendly spreadsheets on daily basis.
- Input, evaluated and modelled data using SOFTWARE.
- Developed and implemented short and long-term technology programs to determine performance measurements, outcomes and investment needs.
- Collaborated with and mentored technology staff, promoting synergetic partnerships, credibility and teamwork.

COMPUTER PROFICIECY:

CCC

: Course on Computer Concepts

PC Package

: MS Office (MS Word, Excel)

CABA-MDTP

: Computer Application Business Accounting & MDTP

PERSONAL DETAILS:

Father's Name	:	Mr. MOHD ISMAIL
Date of Birth	:	06-12-1994
Nationality	:	Indian
Marital Status	:	Single

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 3- Apr- 2025

Place: Lucknow

(MOHD SAHIL)