

AJAY PRASAD

Administrative Assistant

 <https://linkedin.com/in/ajay-prasad-46ab15163/>

PROFILE • ABOUT ME

Administrative assistant with over 4 years of experience in office management, administrative support, and procurement that thrives in a demanding, fast-paced environment. Contributed to the successful operation of the project by streamlining processes to increase productivity. Knowledgeable in handling confidential matters and proprietary information. I have Experience preparing presentations, assembly facility reports, maintaining schedules, and possess extensive expertise in Microsoft tools

EDUCATION

High School Loyola High School CBSE – Marks 70%, Division I Patna, Bihar	Completed June 1999
Science, Intermediate A.N.College BIEC – Marks 63%, Division I Patna, Bihar	Completed February 2001
Economics, Bachelor of Arts Patna College Patna University – Marks 61%, Division I Patna, Bihar	Completed May 2007
Marketing & HR, Master of Business Administration Institute of Management & Development MDU, Rohtak – Marks 69%, Division I New Delhi, Delhi	Completed December 2010
Computer Application, Diploma Satyamnet Human Development Organisation Shudo Computer Education Project – Marks 73%, Division I Patna, Bihar	Completed June 2008

WORK EXPERIENCE

IIT, Delhi Admin Assistant New Delhi, Delhi	October 2019 - May 2024
Responsible for the daily operations of a fast-paced office. Corresponded to incoming communication, including phone calls, creating client letters and agreements, and incoming and outgoing mail daily. Performed a host of	

CONTACT INFO

Phone
+91.9958304497
Email
ajaypd0709@gmail.com
Location
New Delhi, Delhi

TRAINING & CERTIFICATIONS

- Digital Marketing & Analytics
AIMA & Digital Vidya, 2017
- 'CCC' Certificate
NIELIT, 2018
Tally Certificate by TEPL, 2024

SKILLS

High-level Administrative Support
Office Management
Travel Management
Event Management
Collaboration & Communications
Time & Workload Management
Document & Correspondence
Preparation
Vendor Management
Invoice Processing & Billing
Logistic Management
Inventory Management
Client Relationship Management
Expense Management

COMPUTER

PROFICIENCY

Windows 95/98/2000/XP/7/8/10
Microsoft Office
Outlook

LANGUAGES

Hindi
English

duties including the management of office supplies, facilities coordination, timesheet management, and processing invoices, ensuring billing accuracy.

- Scheduled and coordinated meetings, appointments, and travel arrangements for supervisors
 - coordinates effective meetings by preparing meeting agendas & minute taking
 - Assisted in the preparation of regularly scheduled reports; developed and maintained a filing system
 - Maintained contact lists; booked travel arrangements
 - Facilities management; Maintenance & Operations
 - Assist in Recruitment process (Attendance & Leave)
 - Google Workspace (Calendar, Doc, Sheet, Drive, etc.)
 - Purchased and maintained office supply inventories
- Working knowledge of GeM, Knowledge of GFR
- Vendor Management; Researched new deals & suppliers
 - Maintaining strong relationships with vendors and favorable negotiation
 - Monitor purchase order; Price Negotiation
 - Inventory control and maintained record of procurement activities
- Developed and implemented project plans and budgets to ensure successful execution

Panchmukhi Air & Train ambulance services pvt. ltd.

December 2017
- February 2019

SEO Analyst

Patna, Bihar

Recommended changes to website architecture, content, and linking to improve SEO positions for target keywords.

- Performed ongoing keyword discovery, expansion, and optimization to increase organic search footprint and drive relevant site traffic.
- Generated reports to monitor and analyze website performance, search engine rankings, or domain authority.
- Helped clients develop website portals and social media pages to promote businesses.
- OFF-PAGE SEO (Backlink building, posting of classifieds, Blog, articles, Bookmark, Press Release)
- ON-PAGE SEO (Content Optimization, Writing Meta Tag)

Core Technology

January 2011
- August 2016

Area Sales Manager

Patna, Bihar

Built lasting relationships with clients through outstanding customer service interactions.

- Reported sales activity, generated sales quotations, and proposals, and maintained customer contact database to achieve sales objectives and quota.
- Established strong relationships with major accounts and key decision-makers to increase sales in designated territories.
- Monitored customer buying trends, market conditions, and competitor actions to adjust strategies and achieve sales goals.
- Developed and implemented key account strategies and programs to optimize revenue contribution and return on investment.
- Hired, mentored, and motivated sales professionals to service customer accounts and target metrics.
- Directed sales support staff in administrative tasks to help sales reps close deals.

 **PERSONAL INTERESTS**

Web Surfing
Painting
Team or individual sports

 **PERSONAL INFORMATION**

Gender
Male

Nationality
Indian

Address
House No- A-93/10, Suman Colony,
Chattarpur Ext.
New Delhi-74
New Delhi - 110074
Delhi