

CURRICULUM VITAE

Narendranath A. Pandey

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New India Colony,
Ahmedabad- 382350

Email:

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Contact No: 96241 44241

EDUCATION QUALIFICATION:

B.A (Bachelor of Arts)

Examination passed from Gujarat College of Arts Ahmedabad from Gujarat University, Ahmedabad. In June-2012.

M.A (Master of Arts)

Examination passed from Seth CL College of Arts Ahmedabad from BAOU Ahmedabad. In July-2019.

CERTIFICATE COURSE:

PGDB (POST GRADUATION DIPLOMA IN BANKING) Examination passed in April-2014 IFBI Ahmedabad. Certified By: NIIT
Period of Training: December 2013 to May 2014.

CCC: (COURSE ON COMPUTER CONCEPT)

Examination passed in BAOU

PROFESSIONAL EXPERIENCE:

I have 6 Month Experience as Cashier in INDUSIND BANK May 2014 to October 2014.

WORKING PROFILE:

- Cash handling
- Debit credit entry
- Making reports of transactions reporting to HOD
- EOD process
- RTGS NEFT transaction

EXPERIENCE:

COMPANY : ZYDUS CADILA AHMEDABAD
FROM : 12th December,2015
TO : 15TH December,2016
POSITION : **Computer Operator**

WORKING PROFILE:

- Making attendance report of contract worker.
- Making report of security guard attendance for all over plant in India
- Sending Emails to HOD
- Vehicle management for staff
- Enrollment of staff
- Verify punches of staff with HR
- Making ID card for staff
- Bus arrangement for staff up down
- Taking care of barcode sticker on mobile for staff
- Taking care of punching machine
- New contract registration in software
- Taking care of documents of staff and contractors

COMPANY : **UNICORN PACKAGING LLP Ahmedabad.**
FROM : 01st April,2017
TO : 31st October 2022.
POSITION : Computer Operator

WORKING PROFILE:

- Data entry in software
- PO making in ERP and oracle base software
- Taking report of tobacco and FMCG sales in what's app & email.
- Data Management of sales and purchase
- Taking care of director what's app and calls and reporting to him
- Data collection from what's app & emails
- Coordination for administrative work with staff
- Director assistance in travel ticketing, events, exhibition
- Taking care of oracle software functioning
- Gifts distribution and event mangement in Oracal Software
- Maintaining records and updating files as per management instructions.

DETAILS OF PRESENT JOB:

COMPANY : Prompt Equipments Pvt Ltd
FROM : 7th Nov-2022
TO : Till Date
POSITION : Purchase Executive

WORKING PROFILE

- Create Purchase Order In ERP & Excel
- Follow Up with vendors
- CHIMS filing on online portal for imported materials from abroad
- Courier Tracking
- Email to Vendors for quotations
- Preparing Comparisons of quotations
- Vendor and Item creation in ERP
- Proper Documentation for each and every consignment
- Tracking of materials, Record Tracking.
- Coordination with account department for Payment Processing.
- Reporting to HOD for everything

PERSONAL PROFILE:

Name : Mr. Narendranath A. Pandey

Father Name : Mr. Ajaykumar Pandey

Mother Name : Mrs. Shashikala A. Pandey

Nationality : Indian

Date of Birth : 02nd October, 1991

Marital Status : Married

Language Known: Gujarati, Hindi, English

DECLARATION:

I hereby declare that the above-mentioned information is correct as per my best knowledge and I bear the responsibility for the correctness of the above- mentioned particulars.

Place: Ahmedabad

Yours Faithfully,

Narendra Pandey

Date