**RESUME**

**Ankur Tripathi**

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**Objective:** *To work for an organization providing an advantageous and beneficial environment for growth and learning, where I can use my expertise towards the mutual benefit of both.*

**Currently working with V-Mart Retail Limited (April 2017 to till Date)**

**Designation**: EA to Vice President

**Roles and responsibility**

* Making Daily Sales analysis & give the report to my VP & Director
* Making daily KPI’s tracker & Maintenance tracker of Stores
* Making MIS reports & Presentations related of Store performances
* Setup & co-ordinate meetings , conferences & team offsite and other team activities
* Maintaining Daily Meeting Calendar & Sending meeting Invites
* Monthly Store Visit with VP
* Facilitating travel arrangements
* Follow ups & co-ordinate with Retail Managers regarding timely work done given by VP/Director
* Preparation of Meetings and making Minutes for meetings
* Arranging conference and Skype call with Regional Managers
* Maintaining all Filling record in our Office
* Arranging Catch ups with HOD’s & Managers

# Meenakshi Polymers Pvt. Ltd (August 2016 to January 2017)

**Designation:** EA to the Managing Director

**Roles and Responsibility**

* Setup & co-ordinate meetings , conferences & team offsite and other Team activities
* Maintaining Daily Meeting Calendar
* Traveling with MD for Different Plant Visits
* Facilitating travel arrangements for MD and other team members.
* Coordinating general administrative functions
* Follow ups from the Head of every department regarding the work given by MD
* Preparation of Meetings and making Minutes for meetings
* Arranging conference and Skype call
* Maintaining all Filling record in our Office
* Arrangement the purchase product required in MD office
* Obtain information from various departments and prepare comprehensive MIS and sending to MD on daily or weekly basis

# Poly Medicure Limited (October 2014 to July 2016)

# Designation: EA to the Executive Director

**Roles and responsibility**

* Coordinating with foreign associated regarding Patent ,Trademark and Design activities and requirements and settlement of their invoices
* Making the record of foreign associates bills regarding Patent and Trademark works
* Facilitating travel arrangements for ED and other team members.
* Visa formalities for inbound and outbound travels
* Import Product’s Dealing
* Coordinating general administrative functions
* Follow ups from the Head of every department regarding the work given by ED
* Support new Joiners with their job requirements
* Keep the monthly record of scrap of Molding, Assembly, Maintenance Department & also verify
* Preparation of Meetings and making Minutes for meetings
* Arranging conference and Skype call with our Domestic and Foreign clients for ED
* Maintaining all Filling record in our Office
* Setup & co-ordinate meetings , conferences & team offsite and other Team activities
* Arrangement the purchase product required in ED office
* Obtain information from various departments and prepare comprehensive MIS and sending to ED on daily or weekly basis

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**Nutech Jetting Equipment India Pvt Ltd (**July 2011 to September 2014)

**Designation:** Assistant to HOD

**Roles and responsibility**

* Preparation for tenders documents
* Draft presentations and minutes
* Travel management including tickets, transport, stay, travel claims
* Administrative support including maintenance of office equipment, communication instruments, housekeeping and local transport
* Obtain information from various departments and prepare comprehensive MIS
* Setup & co-ordinate meetings , conferences & team offsite and other Team activities

Sending our product quotation to the client as per their requirements

# Academic Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **University** | **Stream** | **Year** | **Percentage%** |
| B.COM | D.U | Commerce | 2016 | 64% |
| 12TH | CBSE | Commerce | 2010 | 75% |
| 10TH | HBSE | General | 2008 | 77% |

# Professional Qualification

* Computer Knowledge in MS Office – (WORD, Excel & Power Point), Internet, Outlook Express

# SOFT SKIIILLS

* Good verbal skills and ability to articulate.
* Determined to get success.
* Co-operative in nature.
* Ability to complete assigned task with hard work & sincerity.
* Quick Learner & Willingness to grasp new things
* Open to 3C’s (Changes, Challenges, Competition)
* Ability to prioritize things and take proper decisions

# Personal Details

Date of Birth : 01 December 1992

Father Name : Shri Ashok Tripathi

Marital Status : Married

Residential Address : H. No. 55, Sec- 91, Faridabad-121003, HR

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