

# ABHAY PAL

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## OBJECTIVE

I am looking for an opportunity, where I can be groomed and explore my capabilities, to serve in the benefit of the organization and industry.

## Educational Qualifications

<u>DEGREE/ COURSE</u>	<u>BOARD/ UNIVERSITY</u>	<u>YEAR OF PASSING</u>
MCA	SVSU	Pursuing
BCA	C.C.S. Univ. Meerut	2018
CLASS XII	U.P. board	2015
CLASS X	U.P board	2013

## Work Experience

- I worked in SVP (B) India Pvt. Ltd. for 1 year as a Maintenance Executive.
- I worked in LITHIUM URBAN TECHNOLOGY PVT LTD. as a Human Resource (**Recruitment team Data Handle**).
- I am working in PARTSBIGBOOS LIMITED as a Data Analyst.

## Projects

- Website: <https://pricelist.partsbigboss.in/>
- Resume: [https://abhay-pal.github.io/Abhay\\_pal/](https://abhay-pal.github.io/Abhay_pal/)

I am working with PARTSBIGBOOS LIMITED wherein I was hired as a Data Analyst. My job is creating Google form, amazon data analysis, suggested price, data maintenance, ERP Data maintaining, maintaining internal coordination etc. I got a good hand on preparing professional emails or prepare Excel sheet & Google sheets. Prepare automated google sheets like template to save my time. I joined this esteemed organization on 16<sup>th</sup> march 2020.

## Skills

### Computer Knowledge-

MS Office-  
MS Word,  
Excel, Google sheet,  
Some basic knowledge in: - SQL,  
Tableau, Python with pandas

Good Knowledge in Internet

### Operating System-

Windows XP, Windows 7,  
Windows 8,  
(All windows)& IOS & Linux

### Typing-

English Typing 25 Words

### Editing of File-

PDF File  
JPG File  
MS Office file

## WORK ON PORTAL-

ERP  
Metrix prepaid Meter  
Lithum portal

## Experience Overview at PARTBIGBOOS LIMITED

- ✓ Data management: Maintaining data which includes filling assessment forms, maintaining invoice records.
- ✓ Tracking all bills & products stock of Bosch Company.
- ✓ ERP update by .CSV file.
- ✓ Backend: Magento admin panel inventory handle.
- ✓ Amazon: handling all invoices day by day, Handling payments up to date on ERP by .CSV file.
- ✓ Invoice handling: Taking care of the payments made to the vendors on time and according to terms and conditions of the contract.

## PARTBIGBOOS LIMITED Attendance Management by me –

- ✓ Taking attendance data from the Bio metric Machine & Excel sheet.
- ✓ Finger Registration of new employees on the bio metric machine.
- ✓ Marking leaves, presents half day, short leave, and comp off, holiday and absent of employees based on the entry and exit time recorded in the bio metric machine.
- ✓ Preparing attendance sheet and processing it for payroll purpose.
- ✓ Provide leave application form to employees, update their leave status in attendance sheet and leave register.
- ✓ Collect and send photo of an employee to ID card vendor for preparing of ID cards.
- ✓ Distributing of ID Cards to new employees.
- ✓ Finger registration of employees in the bio metric machine for attendance punching.
- ✓ Provide new ID cards in place of damage ID cards to employees.

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To my last organization, I was working with **Lithium Urban Technology Pvt. Ltd.** wherein I was hired as a recruiter. I had successfully worked there for one year one month. The entire process dealt with hiring manpower for the organization. My job was to attend to all the diversified complaints from our respective employees via directly, providing them resolutions depending upon the scenarios, scheduling interviews, preparing the HR deck, communicating with consultants, form filling, filing, data maintenance, maintaining internal coordination etc. I got a good hand on preparing professional emails or prepare Excel sheet. I joined this esteemed organization on 6<sup>th</sup> June 2019 and my last working day 20<sup>th</sup> Jan2020.

## Experience Overview at LITHIUM in Detail

- ✓ **Recruitment and selection:** Sourcing candidates for various upper management and general staff vacancies which include vendor sourcing and employee referral.
- ✓ Selection and short listing: short listing profiles sent by the vendors and calling up the candidates to filter them according to the requirement of the job role.
- ✓ Vendor management: Interacting with the vendors, constantly updating them and allocating requirements according to their level of productivity.
- ✓ Invoice handling: Taking care of the payments made to the vendors on time and according to terms and conditions of the contract.
- ✓ Data management: Maintaining data which includes filling assessment forms, maintaining invoice records

### Induction and Joining Formalities:

- ✓ Handling the Induction program for new employees.
- ✓ Introducing them with their department head, team members, and site manager.
- ✓ Giving them brief about company history.
- ✓ Providing joining documents forms to them and collection of joining papers other documents.
- ✓ Checking of joining papers and nominations forms.
- ✓ Cross checking of salary slips resignation letters Relieving letters, education certificates of new joiners.
- ✓ Registering their names and employee ID in the bio metric machine for tracking attendance.
- ✓ Coordinating with the bank representatives for opening of the salary accounts for the new employees.
- ✓ Educating new joiners about their salary cycle, attendance cycle, salary day, leave policy etc. according to the norms of the organization.

### Strength & Skills

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- A fast learner adapts well to changes and pressure in work place.
- Effective able to work with diverse group of people.
- Ambitious and hardworking with a commitment to excellence.
- Friendly with positive attitude.

### Personal Details:

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Date of birth	:	20th march 1999
Father's Name	:	Mr. Rajendra Kumar
Mother's Name	:	Mrs. Sunita Devi
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Unmarried
Languages known	:	English & Hindi
Hobbies	:	Study, Listening Music

### Declaration:

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I hereby solemnly affirm that all the facts stated above are true to the best of my knowledge and I myself will be responsible if any of the information is found to be wrong.

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Place: Hapur

Date:

(Abhay Pal)