

ABHISHEK ROBERT

59 Dobhal Wala, Dehradun, Uttarakhand, 248001 India

Phone: +91 8279767273

Email: abhishek_robert@outlook.com

LinkedIn Profile : <https://www.linkedin.com/in/abhishekrobert/>



CAREER OBJECTIVE:

Seeking a position to utilize my creative skills and abilities in the Industry and the Business Development that offers professional growth while being resourceful, innovative and flexible. Although having an experience of 4 years and 3 months experience as accounts administrator in Quality Vector Technologies Private Limited subsidiary of EFT Corporation (London UK), I always consider myself a learner when it comes to taking new responsibilities, that makes me to learn more practical world in the MBA study and it provides me so many ways to overcome. I am always constraint to offer maximum productivity according to the need of the business.

I believe in working 'with' a company rather than just working 'for' it.

EXPERIENCE

DATES FROM 12TH JUNE 2019 – 11TH AUGUST 2019

INTERN, OIL AND NATURAL GAS CORPORATION LIMITED (ONGC)

WORKED AS AN INTERN AT OIL AND NATURAL GAS CORPORATION LIMITED (ONGC) FROM 12.06.2019 TO 11.08.2019 AS A **FINANCE ASSISTANT.**

ABOUT THE COMPANY

OIL AND NATURAL GAS CORPORATION (ONGC) IS AN INDIAN MULTINATIONAL CRUDE OIL AND GAS CORPORATION. ITS REGISTERED OFFICE IS AT NEW DELHI, INDIA. IT IS A STATE-OWNED ENTERPRISE OF THE GOVERNMENT OF INDIA, UNDER THE ADMINISTRATIVE CONTROL OF THE MINISTRY OF PETROLEUM AND NATURAL GAS. IT IS THE LARGEST OIL AND GAS EXPLORATION AND PRODUCTION COMPANY IN THE COUNTRY. IT PRODUCES AROUND 70% OF INDIA'S CRUDE OIL (EQUIVALENT TO AROUND 57% OF THE COUNTRY'S TOTAL DEMAND) AND AROUND 84% OF ITS NATURAL GAS.[5] IN NOVEMBER 2010 GOVERNMENT OF INDIA GAVE ONGC THE MAHARATNA STATUS.

PROJECT UNDERTAKEN

PROJECT WORK: - WORKING CAPITAL MANAGEMENT OF ONGC
WORKED AS AN ASSISTANT FOR THE DIFFERENT CLIENTS

PROJECT INTERNSHIP

WORKED WITH MR. MANOJ DEVGAN CA CHARTERED ACCOUNTANT FROM 1-04-2019 TO 15-04-2019.

PROJECT UNDERTAKEN

PROJECT WORK ON WORKING CAPITAL MANAGEMENT OF ONGC

DATES FROM 18TH JAN 2021 – 31ST MAR 2025

OFFICE COORDINATOR, QUALITY VECTOR TECHNOLOGIES PRIVATE LIMITED

General

- Office Coordination
- Administrative support
- Stock level management
- Attendance registers
- Banking liaison
- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management
- Following office workflow procedures to ensure maximum efficiency
- Maintaining files and records with effective filing systems
- Supporting other teams with various administrative tasks
- Manage, sort, and dispense incoming mail

DATES FROM 1ST OCT 2022 – 31ST MAR 2025

ACCOUNTS ADMINISTRATOR, EFT CORPORATION, SUBSIDIARY OF (QVT) INDIA.

- Accounts Administrator
- Payroll
- Management Reporting
- Monthly Management Reporting
- Ageing Report Management
- Sage 200 evolution accounting software
- Accounts Payables / Receivables
- Intermediate Microsoft Excel
- Banking liaison / Reconciliation of bank statements with books
- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management / assist and supporting in Internal Auditing with CA.
- Following office workflow procedures to ensure maximum efficiency.

EDUCATION

2011

10TH ICSE, ST. THOMAS COLLEGE, DEHRADUN, UTTARAKHAND

2013

12TH ISC, ST. THOMAS COLLEGE, DEHRADUN, UTTARAKHAND

2016

BACHALOR OF COMMERCE, DAV PG COLLEGE, HNB GRAHWAL UNIVERSITY

2020

POST GRADUATION

MASTER OF BUSINESS ADMINISTRATION IN (FINANCE & HUMAN RESOURCE),
GRD IMT COLLEGE, RAJPUR ROAD, DEHRADUN UTU UNIVERSITY

KNOWLEDGE & SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Team)
- Sage Evolution 200 Accounting Software (South Africa)
- Google Drive (Doc, Spreadsheet, etc.)
- **Graphic Designing Skills** (Adobe XD & Canva).

LICENSES AND CERTIFICATIONS

- Accounting Foundations: Understanding the GAAP (Generally Accepted Accounting Principles) [LinkedIn Learning Certificate of Completion | LinkedIn Learning](#)
- Business Analysis: Essential Tools and Techniques [LinkedIn Learning Certificate of Completion | LinkedIn Learning](#)
- Corporate Finance Foundations [LinkedIn Learning Certificate of Completion | LinkedIn Learning](#)
- Excel essential training (Office 365/Microsoft 365) [LinkedIn Learning Certificate of Completion | LinkedIn Learning](#)
- Windows UX design [Udemy Course Completion Certificate | Udemy](#)
- Microsoft Excel – Advanced Excel formulas and functions [Udemy Course Completion Certificate | Udemy](#)

PERSONAL PROFILE

Father's / Mother's Name: Mr. Wilson Robert / Mrs. Carloti Wilson

Phone No: +91-9897631961 / +91-8433238390

Spouse: Mrs. Yarusha Robert

Spouse Phone No: +91-7454906876

Date of Birth: 15 October 1992

