

# Curriculum Vitae

**Ajay Kumar Pandey**

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Detail-oriented Administrator equipped with good experience in handling overall office operations, including processing orders, service calls, and employee-client interactions.

## ***Education Qualification***

- I Bachelor of Arts
- I Diploma in computer application.

## **CURRENT COMPANY:**

### **TRAFAG Controls India Pvt Ltd, IMT Manesar, Gurgaon**

It is Indian subsidiary of Switzerland based MNC that specializes in manufacturing and sales of instruments for Temperature and Pressure Control Equipment.

**Jan 2022 to March.2025**

**Deputy Manager- Sales & General  
Administration**

## ***JOB DESCRIPTION***

- Instituted and manage detailed supply inventory spreadsheet, placing orders, shipment tracking as needed; reduced overspending to save in unnecessary monthly expenses.
- Communicate with client's in-person and via phone and email, maintaining positive relationships and high clientsatisfaction.
- Conducting order review & planning of parts based on consumption.
- Additionally coordinated with engineering dept. for Development of new components with the suppliers for component localization.
- Managing Import Shipments Custom clearance.
- Coordinating with departments for efficient working.

Worked as **Sales & General**

### **Administration**

- Handling all Administrative related work of the company.
- Managing purchase related activities.
- Dispatch of the products to customers and follow-up until receipt at customer end.
- Disbursing salaries to employees.
- Managing Import Shipments Custom clearance, duty payment.
- E Invoicing & E waybill for SAP Business One



## **COMPANY PROFILE: -**

M/S Autoliv (India) Private LTD IMT Manesar Gurgaon, Autoliv is the leading manufacturer of passenger safety product for vehicle in the world. It is a Sweden based MNC company. Autoliv India Pvt. Ltd. is manufacturer, supplier, exporter, and trader of safety products.

- Company Name : WWL Centre For Logistics Excellence Pvt Ltd
- Working with : Autoliv India Pvt. Ltd (HARYANA).
- Designation : Shift Incharge.
- Department : Store & Supply Chain Management
- Work Experience : (15 Feb-2021 to Jan-2022)

## **JOB PROFILE:**

- Maintaining FIFO in store by color coding sticker.
- Preparing GRN of material.
- Maintenance of Delivery Challan.
- To manage minimum inventory level in store.
- Receives Incoming Material Reconciles with Purchase order & making GRN.
- Supervision of Loading & unloading material.
- Coordinate with Material Handling contractor for timely loading & unloading of vehicle.
- Maintaining proper records of receipts and issue of material.
- System v/s physical & perpetual stock verification
- Stock reconciliation and man-power handling.
- Implementation of 5s & kaizen.
- Maintaining NCMR report dally basis.
- Helping in Inventory on Auditing days by counting stock and updating **FIFO in EXCEL**.
- Training with new accompany joining with us

**Note: - QAD Application is used in this premises**

## **Planning/Operation/Transaction activities**

- Issuing materials on FIFO basis.
- Preparing the list of critical items to avoid production lose.
- Prepare daily monthly dispatched, consumption, stock report and submit it to Reporting officer.
- 5S and Visual Mgmt. and Good team player.
- Resolved daily operational



## Oasis Connectivity Pvt Ltd.

Feb.2020 to July 2020.

Department –Store.

Position – Store Incharge.

### **JOB DESCRIPTION**

- Preparing Goods Receipt Note (GRN) generation in ERP system.
- Managing Import Shipments Custom clearance, duty payment.
- Proper Inventory Control in FIFO methodology for proper raw material utilization.
- Issuance of raw material to production team as per plan.
- Instituted and manage detailed supply inventory spreadsheet, placing orders, shipment tracking as needed; reduced overspending to save in unnecessary monthly expenses.
- Conducting order review & planning of parts based on consumption.
- Daily 5S maintain in work place and fill up 5S check sheet.
- Responsible for implement kaizen per month on workplace.
- Preparation of daily, weekly and monthly Quality reports and action on it.
- Conduct daily Red Bin meeting with all departments.
- Shift arrangement of store associates.
- Coordinating with departments for efficient working.
- Helping in Inventory on Auditing days by counting stock and updating **FIFO in EXCEL**.
- Training with new accompany joining with us

### **Professional Experience**

## TRAFAG Controls India Pvt Ltd, IMT Manesar, Gurgaon

It is Indian subsidiary of Switzerland based MNC that specializes in manufacturing and sales of instruments for Temperature and Pressure Control Equipment.

June 2017 to Nov.2019

Department –A/c.Store and Admin. Position –  
Store Incharge

### **JOB DESCRIPTION**

- Instituted and manage detailed supply inventory spreadsheet, placing orders, shipment tracking as needed; reduced overspending to save in unnecessary monthly expenses.
- Communicate with client's in-person and via phone and email, maintaining positive relationships and high clients satisfaction.
- Conducting order review & planning of parts based on consumption.
- Additionally coordinated with engineering dept. for Development of new components with the suppliers for component localization.
- Preparing Goods Receipt Note (GRN), PO generation in ERP system.



- Managing Import Shipments Custom clearance.
- Coordinating with departments for efficient working.
- Worked as Assistant Manager Admin & Stores.
- Handling all Administrative related work of the company.
- Managing stores and purchase related activities.
- Dispatch of the products to customers and follow-up until receipt at customer end.
- Disbursing salaries to employees.
- Managing Import Shipments Custom clearance, duty payment.
- Worked as Store Incharge.
- Incoming Material check and preparing GRNs
- Proper Inventory Control in FIFO methodology for proper raw material utilization.
- Issuance of raw material to production team
- Follow-up for Material from suppliers up to receipt
- Additionally handled : Purchase order generation to customers

## **Professional Experience**

### **Manifold E Connect Pvt Ltd, IMT Manesar, Gurgaon.**

**Feb. 2009 to Oct. 2015**

**Department – Store.**

**Position – Store Incharge.**

## **JOB DESCRIPTION**

- Worked As Store Incharge
- Incoming Material check and preparing GRNs
- Proper Inventory Control in FIFO methodology for proper raw material utilization.
- Issuance of raw material to production team
- Follow-up for Material from suppliers up to receipt
- Additionally handled : Purchase order generation to customers

## **Professional Experience**

### **Eltek SGS Pvt. Ltd, Gurgaon**

**June 2007 to Jan. 2009 Department –**

**Store.**



## Position – Store Assistant

- | Worked as Store Assistant
- | Assisting in Incoming Material check and preparing GRNs
- | Issuance of raw material to production team
- | Assisting in Inventory control

## Strengths

- Self-motivated, innovative and ability to work for longer duration till task is accomplished.
- Achieved cost reduction goal through better negotiation, sourcing vendors & better planning.
- Successfully Implemented ERP system for better result.
- Good Time management.

## Skills

- Tally 4.5 to 9.0 ERP.
- Microsoft Word, Excel & Outlook.
- Good knowledge about excels

## Personal Details

- Date of Birth : 08th February 1981
- Father's Name : Sh. Shiv Prakash Pandey
- Sex : Male
- Languages Known : English, Hindi
- Marital Status : Married
- Nationality : Indian
- Address : Room No 06 H.No – 02174, Near Preet Vatika : Manesar  
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