

MANOJ KUMAR

Contact: 09868451745, **E-Mail:** manojkkt@gmail.com,

"I aim to secure a managerial position to help ensure the effective and efficient flow of work throughout the fields of Human Resource Management, Finance, Administration with a reputed organization"

PROFESSIONAL SUMMARY

- A dynamic professional offering nearly 13 years of qualitative experience in supervising & mixed profile as HR, Admin, Operations, Accounts & Finance, Sales-purchase.
- I have my experience as multi-field mixed type, not a specialized in any profile.
- Gained significant experience in managing the official environments and coordinate teams which helps me to do my work effectively with responsibilities.
- Sound understanding in handling day to day office management & backend operations.
- Adept in managing the total official-operations with focus on top-line and bottom-line performance and expertise in determining company's mission and strategic direction as conveyed through policies & corporate objectives.
- Possesses a flexible & detail oriented attitude with quality in work.
- An effective communicator with excellent relationship building & interpersonal skills.
- Post Graduate Degree in management course for "MBA" from (SHIATS) SAM HIGGINBOTTOM INSTITUTE OF AGRICULTURE, TECHNOLOGY & SCIENCES, which is well known as Allahabad Agricultural Institute of Deemed University, Allahabad,.

EXPERIENCE CHRONOLOGY

- Since Jan'2017, at present company is Asian Paints PPG Pvt Limited, New Delhi as Computer Operator cum Depot in-charge.

Key Accountabilities:

- # Communicate with North Zone customers to sales order, Payment reminder.
- # Maintain all type of dealing as computer operator with SAP.
- # With the help of SAP T-code Account maintain, Ledger maintain, And MIS report to senior.
- # Daily Report mail to All senior.
- # Billing, inventory control, and materials management.
- # Ware-house maintaining with stock taking, in supervision of Dispatch with order to mentor.
- # All type of work is smooth processing on computer with the help of SAP and windows.

- Since Apr'2015 - Dec'2016 with MSWIPE Technologies, Delhi as Customer Relationship Manager

- # Maintain daily routine data for merchant visit in the field.
- # Resolved by me, all type of queries and technical problems of clients.
- # customer service activities and also support to senior to data maintain as co-operations only.
- # CRM entry by me and Daily visit report to Manager.
- # Taking care of customer service activities and also front office management to co-operations only.

- **Since Apr'2009-Jan'2015 with PACL Ltd. (Pearls Group) New Delhi, A Real-Estate Development Company, New Delhi as Sr. Executive**

Key Accountabilities:

- Supervises as Deputy Manager (Executive) in administration the entire task in the office and reporting to the Manager.
- Taking care of employee related issues with coordination and maintenance all the activities related to Business Development.
- Managing and coordinating the travel arrangements, hotel arrangements as needed by clients at specified time.
- Preparing and managing the cheque for commission, imprest-money, award & incentive and various types of ledgers viz, journal, bank, cash book and & accuracy norms for field staff of all over branches across India.
- Involving in all tasks as supervision, reporting, banking etc in supporting of all administrative activities of the organization.
- Handling the account in ERP soft-ware Package.
- Maintaining and verifying all types of expenses bills for office staff as T.A. D.A, Office-maintenance & purchasing, Office-Rent, Stationary of all over India branches with Delhi Head Office.
- Devising effective strategies with a view to achieve top line and bottom line profitability of the organization.
- Maintaining a clean, professional and safe working environment by inspecting and scheduling maintenance, and ensuring that all office-staff in co-relate of corporate office & all over India branches.

Significant Highlights:

- Are awarded every financial year with bonus & incentive for managing and completing my duties under supervision of the Sr. Manager.
- Received gifts in previous financial year for successfully and the excellent performance in managing the office.

- **Oct'2006-Feb'2009 with Khemka Sales Corporation, Varanasi as Back Office cum Account-Assistant**

Key Accountabilities:

- Handling the office maintenance in support of admin.

- Maintaining the bookkeeping of Banking, MIS report, etc.
- Ensuring appointment setting of seniors to clients.
- Taking care of customer service activities and also front office management to co-operations only.
- Collect the all types of official reports from all over India Branches by FAX and report to the Manager.
- * Gained significant experience in verifying bills, banking transaction & reconciliation etc.
- * Handling of recruiting related work for new employee and administrate as salary, attendance, commission cheque etc.

• **PREVIOUS ASSIGNMENTS**

Mar'2003-Jul'2006 with Parth Hospital & Para Medical College, Jaunpur as Supervisor cum Office-Manager & Computer-operator (Billing)

BEYOND ACADEMIA

Participated in the 100 meter race with first prize in the Inter-School Competition.

- Active participation in various social work activities and cultural program.

PROFESSIONAL CERTIFICATION

- Attended various camps and received the Certificate in National Service Scheme (N.S.S) govern by Ministry of Human Resources, from Allahabad University in 1995.

ACADEMIA

MBA (HRM) from Sam Higginbottom Institute of Agriculture, Technology and Sciences, formerly Allahabad Agricultural Institute (Deemed University), ALLAHABAD in 2013

- B.A. (Pol. Science & Philosophy) from Allahabad University, Allahabad in 1997.
- 12th (Literature) from Board of High school & Intermediate Education, U.P. in 1992.
- 10th (Science Two) from Board of High school & Intermediate Education, U.P. in 1990.

Other course:

- **Diploma Certificate in Computer programming and System Applications** from Ewing Christian College of Allahabad University in 1998.

• **IT SKILLS**

Proficient at Microsoft Office (Microsoft Word, Outlook, Excel, Access, PowerPoint), Internet Explorer, Netscape, Tally versions ERP Package and SAP, MS-DOS, Basic, Word Star, MS-Windows-XP/2000, RDBMS, LAN & WAN, C++, FoxPro, Internet Applications.

- The project-work was developed by me in the soft-ware package of programming in C++ & FoxPro for the multiuser Railway Reservation just completion of computer course.

PERSONAL DOSSIER

Father's Name	:	D.V. Gupta
Mother's Name	:	RADHA GUPTA
Date of Birth	:	12th October 1972
Permanent Address	:	In front of LIC office, (New Bus-stand) JAUNPUR, 222142 (U.P.)
Present Address	:	T-38, Shukra Bazar, Uttam Nagar, New Delhi, 10059
Abroad Identities	:	PASSPORT (Republic of India)

Date:

Place:

(MANOJ KUMAR)