

SANJAY B

Personal Info

Phone

8310925130

E-mail

SANJAY000369@OUTLOOK.COM

Skills

Tally Prime

Cash Handler

MS Office

Communication Skills

Adaptability

Ability to Multitask

Effective Time Managment

Fast Learner

Hobbies

Basket Ball, Running, Fitness.

Languages

English

Kannada

Telugu

Tamil

Hindi

Dynamic and results-oriented professional with a proven track record in project management and team leadership. Adept at driving strategic initiatives, optimizing processes, and fostering cross-functional collaboration to achieve organizational goals. Possesses strong communication skills and a commitment to delivering high-quality results in fast-paced and challenging environments.

Experience

Executive Admin

BBM PACKAGING PVT LTD / 02/2023 -Present

Assisting with Procurement, Supply chain,Invoicing & office IT & networking support.

Co-ordinator for 1 Megawatt Solar project.

All Machine Spares Parts Negotiation was handled from PO creation till material procured.

All Scrap Invoice was taken care, and in case of absence of personnel all invoice creation were handled.

Executive Admin

BBM Estates Pvt Ltd / 01/2022 -01/2023

Basic invoicing, salary processing, attend to company tenants.

All New and ond vendors were handled.

All HR & Accountant activities were co-ordinated with head office & direct Di-rectors/Owners.

Education

MBA FINANCE

JAIN UNIVERCITY BANGALORE / 03/2022 -Present
Bengaluru

B.COM Finance

THE NATIONAL COLLEGE JAYANAGAR / 08/2018 -09/2021
Bengaluru

Commerce

DEEKSHA (SGPTA) COLLEGE / 06/2016 -06/2018
Bengaluru

SSLC

THE PTA SCHOOL / 05/2007 -04/2016
Bengaluru