

## Ajay Kumar Srivastava

214,SARMIK VIHAR,NEAR SEC.-30,BYPASS ROAD,FARIDABAD-HARYANA

+91-9910280338 ajay.advent@gmai.com

Date of Birth 11<sup>th</sup> April 1981

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### Targeting Planning-Production, Purchase & Dispatch Area Opportunities

Administrative professional eager to leverage more than **Thirteen** years of experience to secure an **Planning-Production, Purchase & Dispatch Area** position. Highly organized, efficient and skilled in a variety of office support tasks, including:

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| <ul style="list-style-type: none"><li>• Interpersonal Savvy and Team Player</li><li>• Good Communication and Telephone skills</li><li>• Comfortable with Multi-tasking</li><li>• Office Organization &amp; Administration</li><li>• Records Management; Filing and Data Entry</li><li>• General Book-keeping</li></ul> | <ul style="list-style-type: none"><li>• Daily Stock and Inventory Management</li><li>• Scheduling &amp; Calendaring</li><li>• Meeting &amp; Event Planning</li><li>• Cash Handling</li><li>• End of Month reporting</li><li>• Planning &amp; production</li></ul> |
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### EXPERIENCE

**Workshop In charge Aug.2001 to Dec.-2005**

**Kisan Auto Sales (Escort Tractor & Hero Honda Agency)**

**Works Manager Jan.-2006 to Present**

**ADVENT ENTERPRISES (vendor to HAVELLS India Limited)**  
**Faridabad,Sahibabad,Haridwar etc.**

**Objective:** Provide administrative and executive support within busy office. Manage executive team's calendar; plan client meetings; prepare reports, manage records and Inventory

- Day to day office management including cash handling, Front office and general office management
- Maintaining Staff records including job cards and Leave records
- Daily Stock keeping to optimise inventory available

- Identifying billing errors and voucher discrepancy to avoid overpayment to vendors
- Interacting with client's managers to prioritise work load in keeping with client targets
- Liaise with factory supervisors to meet targets and ensure timely stock delivery to client
- Prepare monthly reports for Management Information purposes (MIS)
- Determining requirements by working with customers and focus on timely resolution
- Researching available options and exploring alternatives to work out best possible solution for the client
- Updating customer account information by following established procedure
- Escalating unresolved queries with a regular and timely follow up
- Selling additional services by recognizing opportunities and by explaining product features
- Updating job knowledge by participating in trainings and up skilling courses as required
- Taking ownership and going extra mile to retain customers

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#### **EDUCATION**

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| Faizabad University<br><b>MA (Education)</b> | <b>2002</b> |
| U.G.C.<br><b>P.G.D.C.A</b>                   | <b>2001</b> |

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#### **COMPUTER SKILLS**

- MS Word, Excel, Internet
- SAP B1
- Windows XP/Vista
- ERP

FARIDABAD

**AJAY KUMAR SRIVASTAVA**