

# JAY YADAV

## Personal Details

Address: 12, Girish Chandra  
Bose Road Kol-700014

S/o: Naresh Yadav

Dob: 20<sup>th</sup> December 1992

Languages: Hindi, Bengali  
and English

Marital Status: Unmarried

Sex: Male

Nationality: Indian

Religion: Hindu

## Contact Details:

9883413852/7439200039

## Email id:

Jay.yadav695@gmail.com

## Linkedin:

<https://www.linkedin.com/in/jay-yadav-20-1992ij/>

## Hobbies:

Listening music and Surfing  
Net

## Career Objective

Always like to work hard and motivate the team members to give their best and meet the organization requirements also expand my knowledge background in performing different tasks.

## Educational Qualifications

Secondary Education

Board: W.B.B.S.E

Year Passed Out: 2008

Higher Secondary Education

Board: W.B.C.H.S.E

Year Passed Out: 2010

Graduation: B.Com (Hons.)

Calcutta University

Year Passed Out: 2014

## Certification

- Certificate in Computing Basic from Youth Centre
- Certificate Course on Tally 7.2
- Crystal Pranic Healing Course.

## Major Competencies

- Quickly understand customer point of view.
- Strong convincing power.
- Ability to keep a record of complaints.
- Excellent grip over verbal and written communication
- Pressure Handling
- Knowledge of Microsoft Office, MS Word and MS Excel
- Quick learner of advance technologies.
- Offered friendly and efficient services to customers, handled challenging situations with ease.
- Identified visitors needs to offer solutions and information.
- Managed system support functions to set priorities and service levels expectations.
- Adaptable to any kind of situation Self-motivated and Quick Learner. Interacting with people and good communication.

## Other Skills :

- Inventory management Procedures
- Operational efficiency
- Accounting knowledge
- Office administration
- Planning and Coordination
- Staff supervision
- Public relation
- Problem solving skills
- Team player
- Time Optimization
- Punctual
- Focused

## Experience

**1<sup>st</sup> February 2015 – 20<sup>th</sup> November 2015**

**Hitpro Engineering Company**

**Data Entry**

### **Job Profile:**

Purchase and sale entry along with Mail.

**27<sup>th</sup> November 2015 – 31<sup>st</sup> May 2016**

**GAMA HOSPITALITY LTD**

**Assistant Mis & Logistics**

### **Job Profile:**

Purchase and sale invoice along with store delivery of product, food checking also Logistics Maintain.

Maintained of petty cash with stock maintenance.

**June 2016 – October 2018**

**SARFARAZ ENTERPRISE**

**Junior Accountant cum Back office**

### **Job Profile:**

- Informing Clients about account Details.
- Generated of Quotation, Challan, Sale bill, Purchase order and sale order in ERP 7.2 & Business Development.
- Way Bill (1<sup>st</sup> Part), Maintain of stock along with Petty cash & BRS
- Compiled data on daily collections, billings and receipts to assist financial recordkeeping.

**21<sup>ST</sup> November 2018 to 21<sup>ST</sup> July 2023**

**AAKASH INSTITUTE**

**Senior Admin Executive**

### **Job Profile:**

- Maintain of Library & Handling I-Tutor Lab along with taking Examination Controller.
- Counselling & convincing prospective students.
- Handling students' queries & Communicating with parents along with Look after operations processes.
- Distribution of Study Package & Other Material to Students and Faculties Along with Stock Report Maintain.
- Data entry & issuing, receiving the material in ERP & SAP system.
- Uploading the scanned forms and photographs in the ERP System.
- Allotment of batches in CMS & ERP System.

- Preparation of Attendance and Absentee list of NIS and Visual Staff & Students Attendance Generate and SMS.
- Student Id and Password (MS-Teams) Generate and Reset.
- Back Office operation along with other Branch Support.
- Liaised between warehouse personnel and customer to facilitate account and operational needs.
- Produced weekly status reports detailing logistics operations and problem.
- Completed special projects through planning and guidance.
- Maintain inventory and ordered new supplies to meet expected needs.
- Received, sorted and distributed mail correspondence between departments and personnel.
- Used critical thinking to break down problems evaluate solution and make decisions.
- Collaborated with team member to achieve target results.
- Restocked supplies and submitted orders to maintain stock levels.

**26<sup>TH</sup>July 2023 to 26<sup>TH</sup>September 2024**

**Dynamic Credit Finance Private Limited**

**Senior Admin Executive**

**Job Profile:**

- Plan and coordinate all aspects of events, including venue selection, equipment rental and transportation with catering.
- Develop and manage budgets for events, ensuring that all expenses are accounted for and within budget constraints.
- Negotiate contracts and rates with vendors or suppliers and maintain good relationships.
- Oversee and manage staff involved in event execution including event coordinators, technicians, and other support staff.
- Identify potential risks associated with events and implement measures to mitigate those risks.
- Communicate with event attendees respond to queries.
- Conduct post-event evaluations to assess the success of events, identify areas for improvement, and prepare reports for management.
- Responsible for handling and maintaining reports of incoming and outgoing calls, including distribution. Demonstrate professional and polite telephonic responses.
- Receive, inform, guide visitors, co-ordination with employees. Anticipate and handle any guest requests accurately and in time.
- Track and maintain reports of Office Inventory, Order Office Supplies regularly.
- Manage class schedules, managing resources, and overseeing facility management and maintenance.
- Coordinate with instructors to ensure they have the necessary resources to teach effectively and students have the necessary materials to learn.

- Monitor class attendance, provide attendance reports to instructors and students, and follow up with students who are absent or have missed course, collect and update student registration details.
- Update the standard hour sheet daily and report any discrepancies to their respective course admins on a weekly basis.
- Provide the proper details for calculating Faculty fee according to class and report with the course admins to share with the finance team.
- Oversee the day-to-day functioning of the office, ensuring that administrative processes run smoothly.
- Provide support to staff and management, including handling correspondence preparing documents and scheduling meetings.
- Manage communication channels such as phone calls and email.
- Scheduling appointments, greeting visitors and maintaining organized file systems for the organization.
- Administrative skills are related to the running of a business and increasing office productivity.
- Preparing, organizing and storing information in paper and digital form.
- Helping schedule job interviews and exit interviews.
- Organizing employee paperwork.
- Setting up online conferences.
- Organizing health and safety and first aid training.
- Supporting the company's employer branding on social media pages.
- Managing reimbursement processes & Recording and reconciling office expenses
- Creating invoices and billing clients & processing client/customer payments.
- Managing your office space and addressing any related issues.
- Coordinating travel arrangements and itineraries.
- Providing support to the customer any technical or software problems.
- Conduct promotional campaigns & events.

### Declaration

*I hereby assure you that all the information provided above are true to the best of my knowledge.*

**Place : Kolkata**

**Date :**

**JAY YADAV**