



ARVIND PANDEY

ASSISTANT TEAM LEADER

CONTACT

+91-9546977890

arvindvisionias95@gmail.com

India

PERSONAL DETAILS

- Nationality : India
- Date of Birth : 09 Feb, 2000
- Gender : Male
- Marital Status : Married

PASSPORT DETAILS

- Passport No. : T7511354
- Date of Issue : 11/07/2019
- Date of Expiry : 10/07/2029

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Decision Making
- Problem Solving



PROFILE

Enthusiastic Assistant Team Leader with 4 years of hands-on experience in team coordination and operational support. Demonstrated expertise in enhancing workflow efficiency, training team members, and ensuring high standards of service quality. Committed to fostering a positive work environment while driving team success and achieving project objectives.



WORK EXPERIENCE

Ajay Vision Education Pvt.Ltd.

2021 - PRESENT

Assistant Team Leader

- Supported the Team Leader in managing daily operations and supervising team members to ensure high performance.
- Collaborated with upper management to align team goals with organizational objectives.
- Supported staff through joint interviews, training, and crisis management initiatives.
- In the absence of the Team Leader, effectively managed team schedules and delegated tasks to ensure smooth operations.
- Assisted in training new employees, fostering a collaborative work environment.
- Conducted performance evaluations and provided constructive feedback to enhance team member skills.

Flipkart Warehouse

2019 - 2021

Warehouse Storekeeper

- Ensure accurate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Receive, inspect, and document incoming shipments to ensure accuracy and quality.
- Maintain a clean and safe working environment, adhering to all safety protocols.



EDUCATION

Bachelor of Arts

2017 - 2020

Veer Kunwar Singh University

Grade : 1st Division

Advance Diploma in Computer Application

2018 - 2019

All India Computer Education Mission (AICEM)

Grade : A