

**AMRENDRA KUMAR**

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**Objective**

To be a successful man and be at the top with the help of my hard working nature and keeping in mind the benefit of my organization and my professional growth.

**Experience and job profile**

- **M/S L&T MHPS Boilers Pvt. Ltd. (On Third Party Payroll – “Team Lease”):(A Joint Venture between Larsen & Toubro Limited and Mitsubishi Hitachi Power Systems- JAPAN)**

Designation	:	Executive Assistant to Cluster Project Director.	
Reporting to	:	Cluster Project Director	
Duration	:	April 2018 to Till Date	<b>1 Year 3 Months</b>

➤ **Assistance and Co-Ordination:**

- Assistance to Cluster Project Director in handling his day-to-day work.
- Calls, email and calendar management.
- Filing of documents and management of paperwork.
- Preparation of confidential reports.
- Management and coordination of meetings and video conferences in between various departments and Boiler sites.
- Independently handling all correspondence and e-mails with Client & Vendors.
- Recording statement and preparation of minutes of the meeting.
- Assistance to:
  - Team for different Boiler project/sites- Ghatampur, Tanda, Malwa and Khargone project & Finance Department,
  - Teams responsible for Contract preparation (Technical & Commercial), Vendor Manuals, Purchase Orders, Tender Documents for the Boiler project management.
- Project Bills approval by the different departments and Project Directors of the organization.
- Arrangement for Travel, Hotels, flight and train Tickets Bookings and financial arrangement for the vendors, Directors and employees of the organization throughout India.
- Settlement of all expenses (TA/DA etc.) incurred by the Project Management Group and Project Director.
- Verification of Bills, Invoices of the suppliers, Purchase Order, Purchase Request and getting all the bills cleared on time.
- Co-ordination between different departments of the organization viz. IT, Finance, HR, Travel Desk Central Administration department.
- Co-ordination between different Boiler Sites and Vendors for the supply of the material at the Project-Site and providing the status report to the Project Director.
- Welcome and greeting our clients, vendors and MPPGCL guests in person or over the phone.

➤ **Documentation and Database management:**

- Index for Correspondence (For Customer/Consultant/Project Management Group)
- Documentation of Project management documents.
- Engineering & Vendor manuals and dispatch of the same to the client, Project Site and Engineering department.
- Verification of the SES & GRN (Service Entry Sheet & Goods Receipt Note) in SAP and submitting to the finance department for the payment.

➤ **Stationery:**

- Stationery in-charge at secondary level. Distribution and Inventory management.

- **CVG India Pvt. Ltd., Gurgaon:**

Designation : Sr. Executive (Back Office Department)  
 Reporting to : Independently handling the Work  
 Duration : June 2013 to April 2018 **4 Years 9 Months**

- Preparation of confidential reports.
- Collection of information for the purpose of managers.
- Team Coordinator. Floor Support to the executives working in Back office department.
- Receiving and sending emails to the USA customers for the resolution of their accounts and billing related issues.
- Retrieving reports in Word and Excel format with the help of various tools.
- Sorting, prioritizing and assignment of work to the Team members.
- Adhering to the service level agreement with the client so that the team complete the work in the given time format.
- Working on USA Customers Account, resolving the customers billing related issues, providing them different types of services as per their request over the email and getting their accounts corrected.

- **Sudhanshu Gupta & Associates, Delhi:**

Designation : Executive (Independently handling the work)  
 (Finance and Accounts, Administrative and Secretarial)  
 Duration : January 2012 to April 2013. **1 Year 4 Months**

- Management of emails, telephone calls and correspondence.
- Building relationships with client companies, staff and external partners.
- Maintenance of the Database and records of the firm.
- Assisted the firm in conducting Meeting and in day-to-day activities.
- Reconciliation of Bank and Accounts of Client Companies (Approx. 300 Companies)
- Preparation of reports. Back Office work.
- Compilation & filing of various e-Forms with Ministry of Corporate Affairs under MCA21 e-Governance.

- **ONGC Videsh Limited, New Delhi:**  
**(An Overseas arms and MNC's division of ONGC)**

Designation : Assistant at Finance & Accounts and Secretarial Department.  
 (Assisting Deputy Finance Manager, Chief Finance Manager and Company Secretary).  
 Reporting to : Deputy Finance Manager, Chief Finance Manager,  
 Company Secretary and Senior Officers.  
 Duration : October 2007 to March 2009 **1 Year 6 Months**

- Managing day-to-day activities.
- Checking/verification of various bills provided by the vendors (Third party service providers- Facility services, Security services, Cab services etc.) and getting their bills cleared on time.
- Assistance to Company Secretary in conducting Board Meeting and in day-to-day activities.
- Assistance to Finance Manager, Chief Finance Manager, in handling all financial activities related to the Organisation.
- Preparation of Time Sheets of all the employees working outside India and maintenance of Database for the same.
- Preparation of Notice, agenda, minutes and other documents for the purpose of the meetings in the company.
- Documentation of resolutions, Minutes, notices, Directors reports, Agenda, corporate correspondences, agreements, affidavits, declarations, etc.
- Maintenance of Database for all the Payment made by SBI- London to Foreign Parties.
- Back end work related to all financial activities and expenses.

### **Qualification**

- **NIIT ICT course** on the subject "Information Technology&it's changing role in Corporate environment" (ICT)with **74%** Marks : March 2008
- **Company Secretaryship Intermediate Course:**
  - Group-II : June 2007
  - Group-I : June 2006(Left pursuing this Course 12 years Back (in 2007) due to Financial and family reasons. However the Intermediate level course would help me to work as aQuality Executive Assistant or Secretary to MD/CEO/directors in any in any Industry).
- **B.Com** from IGNOU in Delhi With **64.39%** Marks : Dec. 2005
- **Company SecretaryshipFoundation Course** : Dec.2002
- **Advance Diploma in Software Application** : 1999  
From S.V.E.T. at Motihari With **75%** Marks
- **12<sup>th</sup>** from B.I.E.C Patna with **60%** Marks (Science) : 1998
- **10<sup>th</sup>** from B.S.E.B Patna with **75%** Marks (PCBM) : 1996

### **Computer Skills**

- Good knowledge of computer Fundamentals
- Internet, e-mail and e-commerce administration
- Typing speed 35 WPM
- Proficient in Outlook, word, excel, Access&Powerpoint.

### **Personal Details**

Name : Amrendra Kumar  
Father's name : Ram Sakal Singh  
Date of Birth : 05/07/1980  
Languages known : English and Hindi  
Marital Status : Married (2013)  
Kids : One Daughter (Ananya Singh- 4 Years)  
Domicile : Motihari (East Champaran, Bihar).

I hereby declare that all details stated above are true and correct to the best of my Knowledge.

**Place:**

**Date:** **(Amrendrakumar)**