**PRAVEEN GOYAL **

**House No: 782, Ground Floor, Raja Garden, Faridabad, Haryana**

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* **CAREER OBJECTIVE**

An experienced and highly motivated management professional, keen interested and is moving in to more challenging functions of Business Administration. A fluent communicator with strong problem-solving abilities, analytical and decision making skills, combined with a practical approach and strong commercial awareness. Have a global bent of mind with knowledge of international approaches to business. Recent MBA degree helped to learn the current business practices and looking forward to prove my skills in a professional environment. Moreover, ACCA would be an extra advantage for understanding of any business model & finance part of the Business.

* **KEY SKILLS**

▪ Analytical Skills ▪ Problem Solving ▪ Retention skills

▪ Effective Communication ▪ Team building ▪ Client services

▪ Administration ▪ Business Presentation ▪ Best practices

* **More than 10 years of Working Experience**

Working Experience –A

* **Organization :** KAILASH TECHNOLGY PRIVATE LIMITED
* **Designation :** Business & Administration Manager
* **Department :** Administration
* **Joining Date :** March 2013- Still Working
* **Roles & Responsibility**
* Provide administrative and support services to office staffs.
* Creating MIS reports analyzing trends and presenting it to Director.
* Accompany the director in critical meetings and documents the minutes of the meetings (According to requirement)
* Provide legal assistant and attend court hearing on the behalf of Director.
* Answer phone calls and customer questions in a professional manner.
* Sort and distribute mails to office staff.
* Draft and review office letters and documents.
* Monitoring expenses and suggesting cost-effective solutions
* Assisting in preparation of quarterly and annual budgets
* Maintain business contact database of potential clients and business partners.
* Schedule meeting with stakeholders as and when needed.
* Greet and welcome customers to build strong relationship.
* Schedule weekly staff meeting.
* Assist in creating and emailing monthly newsletter to clients.
* Manage operation and maintenance of office equipment such as Computers, printers, fax, etc.
* Maintain safe and clean office workspace.
* Ensure prompt ordering and stocking of medical and office supplies
* Identify potential customers and organizing campaigns of related activities.
* Develop Healthier and close business relations with stakeholders.
* Negotiate with external Vendors to secure the most advantageous terms.
* Budget Optimization process and oversee inventory materials.
* Audit Planning and execution.
* Prepare and executions of Tender process with govt. department.
* Updated with authenticated industry related information.
* Close supervision of accounts & vouchers & Bills from related vendors
* Coordinate employee safety, welfare & Wellness.
* Control the quality through industrial norms & regulations.
* Minimized the cost and maximized the output throw timely reporting and close supervision.
* Interpretation of Financial & Accounting Terms for Stakeholders.
* Prepared Monthly reports for Finance & accounts Department.

Working Experience –B

* **Organization :** Supermacs Ireland Limited
* **Total Work Experience :** 6 Yrs (March 2006- Dec 2012)
* **Designation :** Operation Manager
* **Department**  : Capital Store Operations

**Roles & Responsibilities:**

* Planning and execution of new hiring at all operational levels
* Inventory management on weekly basis and reporting on any Variances. Reduced the variances by optimizing the inventory storage process.
* Perform travel arrangements, events planning/coordination, and other related activities.
* Data collection and Analysis about the key consumer spending trends. Helped customizing orders according to the consumer buying behavior to increase sales by 30%.
* To projection of weekly requirements of approx 200 products & place an order, in line with revenue target.
* Communicated and motivated the team members towards sales targets **(Briefing)**. Consistently achieved the sales targets and increased sales by 4.6%.
* To ensure the adequate procurement reporting from various suppliers to Head office and performance briefing with concerning employees.
* Reconciliation of Cash & Bank report (Daily Basis)
* To maintain the Quality, Services, and cleanliness **(QSC)** according to organisational **SOP.**
* To ensure all required safety & hygiene procedures **(HACCP)**at work place
* Managed quality and procedures to reduce wastage by 25%.
* To manage day to day floor operations & other *ad-hoc* duties.
* Manage training schedules and execute the same.
* Responsible for the preparation of payroll checks.
* Prepares reports for the sales & Planning concerning scope of audit.
* Day to day activities at store operations
* Establishing guidelines for discovering and preventing fraud.
* Negotiate with external Vendors to secure the most advantageous terms.
* **COMPUTER’S**
* Microsoft Excel
* Microsoft Word.
* Outlook
* Microsoft Power point
* **ACEDEMICS**

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| --- | --- | --- |
| **EXAM/DEGREE** | **BOARD/UNIVERSITY** | **Year of Passing** |
| **MBA** | **Nottingham University, Ireland, UK** | **2011** |
| **ACCA** | **BPP College, London** | **2009** |
| **Bachelor of Commerce** | **MDU, Rohtak** | **2005** |
| **12th** | **H.B.S.E** | **2004** |

* **PERSONAL DETAILS**

Date of Birth : - 08th December 1984

Sex : -         Male

Languages Known : - English, Hindi.

Marital Status : - Married

Hobbies : - Listening Music, Net surfing

Expected Salary : - 50k/month

Notice Period : - 15 days

    Current Working Location:-Laxmi Nagar (Delhi)