

CURRICULUM VITAE



SARVESH KUMAR PANDEY
Contact No. +97336881706
E-mail - sarveshp713@gmail.com

Objective:

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

KEY STRENGTH / PERSONAL SKILLS

- Positive and optimistic attitude, Hard Working.
- Ability to co-ordinate and complete jobs in time.
- Good speed in Typing.
- Effective communication skills with all levels of personnel.
- Good leadership quality & Good Speaker.
- Languages: English/ Hindi

EDUCATION:

- Din Dayal Upadhyaya Gorakhpur University: **Bachelor of Arts (B.A)**
- Diploma in finance and accounting from NIIT (Delhi)

COMPUTER SKILLS:

- **Software Exposure:** (MS-Word, MS-Excel, PowerPoint, Visio, outlook)
- **Accounting Packages:** Tally.ERP9, Quick book

WORK EXPERIENCE:

Company Name : Joz Group W.L.L
Position Held : Material controller
Work Tenure : From Aug.2019 to Till now

Work Responsibilities

- Managed base paper and adhesive material supply base.
- Maintained inventory and directed purchases in coordination with various departments.
- Updating inventory in coordination with third -party logistic providers.
- Updating transmission of material orders and related data transmission.
- Maintained database of goods purchased.
- Monitoring and updating ODS and duct cleaning daily basis.
- Keep all material and tools updated.
- Held responsibility for internal and external auditing, suggesting. And technical evaluation for purchased materials.
- Receive and book goods in to correct locations in an accurate and timely manner, liaising with intercompany and planning teams for any discrepancies or quality issues
- Support and suggest the effective management of inward & outward flow of inventory.
- Encompass aspects of receiving goods, stock handling, stock locating, picking of works orders, cycle counting.
- Maintain knowledge of products and processes involved in the day to day delivery of goods

WORK EXPERIENCE:

Company Name : Dana Transport, Kingdom of Bahrain
Company Profile : Transport and Mechanical Garage
Position Held : Accounting Clerk and Admin
Work Tenure : From Nov.2016 to July.2019

Work Responsibilities

- New staff and recruitments and keeping record of 100+ Staffs.
- Responsible for visa processing, salary, and year end benefit.
- Preparing Salary monthly basis for 100+ employees.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Keeping the Record of Vehicle and spare parts
- Maintaining vendor's accounts and Payments.
- Recording office expenditures and ensuring these expenses are within the set budget
- Monitoring petty cash, credit card payment and coordinating internal and external audits.
- Completing bank reconciliations.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.

WORK EXPERIENCE:

Company Name : LAMPRELL ENERGY LIMITED
Company Profile : OFFSHORE AND ONSHORE
Position Held : STORE KEEPER
Work Tenure : From Oct 2014 to Oct. 2016

Work Responsibilities

- Receive, pull stock, store, and maintain warehouse inventory.
- Responsible for the issuance of materials and supplies to all departments in the organization
- Scrutinize all deliveries and ensure that defective or incorrect items are returned
- Examine stock and dispose of depreciated and obsolete stock following the organization's policy
- Key departmental orders into the inventory management system
- Carry out minor maintenance or repair of storeroom material
- Provide detailed reports on departmental charges
- Responsible for the preparation of requisitions for supplies and materials
- Responsible for the maintenance of inventory of parts and equipment on hand
- Keep documentation of materials and supplies issued
- Responsible for the preparation of work orders for equipment repairs
- Preserve records and prepare related reports.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control

Personnel information

Name	:-	Sarvesh Kumar Pandey
Father 's name	:-	Sri Aniruddha Pandey
Date of birth	:-	01-07-1991
Nationality	:-	India
Current location	:-	Bahrain
Passport Details	:-	Expiry date- 26-03-2024

Declaration: -

I hereby declare that the above-mentioned are true and correct to the best of my knowledge and belief.

Name: - **SARVESH KUMAR PANDEY**

Date: - **24-March-2021**