



# ASHTOSH VISHWAKARMA

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## PROFILE

- Office Manager with over 4+ years of experience providing administrative support to up to 30 staff members
- Adept at organizing meetings, managing inventory, training and supervising staff, and implementing office processes and procedures that expedite work and significantly save costs
- Possess strong multi-tasking skills, with ability to simultaneously manage various projects and schedules
- Increased efficiency by 40% by turning company into a paperless environment

## EXPERIENCE

**2019-2020**

Assistant General Manager

Present

Akali IT Solution ( Akali Traders & Manufacture )

- Maintained well-controlled business inventory with minimal losses by enforcing solid monitoring and management structures.
- Maintained secure cash drawers, promptly resolving discrepancies for accuracy.
- Developed innovative sales proposals to promote product quality and showcase market comparisons.
- Built and strengthened area partnerships to reap benefits such as new revenue channels and enhanced public awareness.
- Managed budget implementations, employee reviews, training, schedules and contract negotiations.

**2019-2019**

Area Sales Manager

S. P. Jagannath Marketing Private Limited

- Expanded product distribution by adding more than one new distribution points in region, including convenience stores, distributors, retail supermarkets and food services.
- Developed innovative marketing campaigns to increase engagement with target demographic and drive brand exposure.

**2015-2019**

Hardware Technician Management

Akali Traders & Manufacture

- Designed computer hardware components and peripheral devices including power supplies, heat sinks, hard-drives and integrated circuit boards.
- Investigated hardware product issues involving materials and software and devised solutions.
- Maintained technology equipment performance by configuring, diagnosing and repairing hardware.

## EDUCATION

**2017-2019**      Master of Business Administration  
The Institute Of Chartered Financial Analysts Of India.

- Majored in Marketing

**2014-2017**      Bachelor of Science  
Chhatrapati Shahu Ji Maharaj University

## HIGHLIGHT

- Extensive Knowledge of Internet & Computer.
- Interpersonal Skills
- Patient care
- Program Management
- MS Office
- Process improvement
- Project organization
- Team building
- Customer service
- Relationship development
- Communications

## SUMMARY

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth. Seasoned MANAGER focused on supporting emergency response and patient care needs in Area of expertise. Well-coordinated, decisive and eager to make impact on established structures, improve service quality and contain costs in order to optimize program reach. Knowledgeable about working with committees to effectively manage traumatic incidents, crisis situations and disaster response. Experienced MANAGER with over 4 years of experience in Akali Traders & Manufacture. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.

## PERSONAL DETAILS

- FATHER NAME           : MANOJ KUMAR VISHWAKARMA
- ADDRESS                : SAIYED SARAWAN KAUSHAMBI, ALLAHABAD, UTTAR PRADESH, PIN CODE:  
212213
- DATE OF BIRTH        : 7TH JULY 1996
- LANGUAGES KNOWN : ENGLISH, HINDI.

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