

# Amit Varma

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## Summary

Accomplished Administration Officer bringing advanced conflict management and critical thinking skills developed over 5+ years of experience in related roles. Empowering and receptive leader with aptitude for building team morale and overseeing task and schedule coordination to optimize team strengths. Adaptable Office Administrator with 5+ years of background in Management, Operation and Administration. Willing to take on new tasks with enthusiasm and considered valuable and gifted team

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## Skills

- Office management
- Office administration
- Managing office supply inventory
- Mail handling
- Expense management
- Time Management
- Meeting coordination
- Financial coordination
- Team handling
- Event coordination
- Strategic Planning
- Marketing coordination

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## Experience

### **Retail Head (Ops Manager) (Jan-2020 to Nov-2020)**

*Sri Vallabh Apparels, Mau, UP – (Operation & Management)*

- Process analysis & management.
- Office Courier / Material Inward -Outward / Visitor Register / Stock Register Management.
- Office monthly supplies budget management.
- Maintain Employee purchase policy and application process.
- Organize efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Managed office inventory by restocking supplies and placing purchase orders to company level.

- Recruitment & training to staff.
- Team handling 30+ employees.
- Directly responsible for Profit & Loss.

### **Admin Executive (Dec-2018 to Dec-2019)**

*Bundl Technologies Pvt. Ltd., Varanasi, UP (Administration & Office Management)*

- Responsible for supervision and management of office work order and environmental hygiene.
- Office security Manpower & Housekeeping Manpower Management.
- CCTV & security Management.
- Office courier / Material Inward -Outward / Visitor Register / Stock Register Management.
- Office monthly supplies budget management. Maintain Employee purchase policy and application process.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Drafted and distributed invoices for outstanding payments to over 50+ clients.
- Reported on daily office activities to help managers stay on top of dynamic conditions and make proactive decisions.

### **Admin Executive (Feb-2018 to Nov-2018)**

*Oppo Mobiles MU Pvt Ltd, Varanasi, UP (Administration & Office Management)*

- Responsible for company office supplies, low-value consumables, office equipment, procurement, registration, and verification management.
- Assets management.
- Vendor management
- Inventory management
- Event management.
- Manage meetings and interview session with management.
- Maintain office courier & delivery record.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Monitored social media and online sources for industry trends
- Drafted and distributed invoices for outstanding payments to over 40+ clients.

## **Office Administrator (July-2016 to Dec-2017)**

*Goyal Herbal Private Limited, Varanasi, UP (Administration, Sales & Marketing Coordinator)*

- Office management.
- Co-ordination and communication with management.
- Planning successfully Product Launching, Advertising, and Handle Sales Field Staff.
- Responsibilities to fulfill management needs.
- Taking care of office management and working culture.
- Taking care of all office staff & fulfill their needs and demand related to work.
- Counseling of sales and office staff time to time and resolve their queries.
- Manage meetings and interview session with management.
- Taking care of Sales and Growth and queries of customers
- Team Management.
- Co-ordination and communication with HR and Management
- Planning for Sales Growth and Achievement.
- Provided clerical support to 30+ company employees by copying, faxing and filing documents.

## **Territory Manager (Jan-2016 to June-2016)**

*Micro Labs Ltd, Div-Synapse, Varanasi, UP (Sales & Marketing)*

- Product launching and marketing.
- Collect Proper Market Survey.
- Promote company's products to doctors.
- Devised and deployed optimized sales management and revenue development strategies
- Achieve sales goals, distribution targets and market share through proactive management of territory.
- Assessed each location's individual and team performances, analyzing data trends to determine best methods to improve sales results.
- Developed brand expansion initiatives, including sales, marketing, advertising campaign and P&L commitments.
- Documented time, calls and results, and submitted reports.

- Worked diligently to resolve unique and recurring complaints, promoting loyalty and enhancing operations.
- Managed over 100+ accounts within Varanasi territory.

### **Senior Field Manager Mumbai (Aug-2012 to Dec-2015)**

*Mankind Pharma Limited, Andheri East, Mumbai, Maharashtra (Sales & Marketing)*

- Implemented new product line launches by initiating strategic advertising projects, marketing tactics and social media alliances.
- Implemented new marketing strategies for dealers based on rejection and consumer satisfaction data.
- Developed strategic and tactical marketing plans for region.
- Boosted sales volume by overseeing marketing budget, promotions.
- Created effective sales plans utilizing customer needs forecast to increase market share.
- Managed customer connections attentively and utilized promotions to increase profits resulting increase in overall sales and add-on sales.
- Managed centralized marketing resources for entire area.
- Promote company's new launch medicine to doctors as per collected market survey.
- Managed customer connections attentively and utilized promotions to increase profits resulting in 50% increase in overall sales and 50 % in add-on sales

### **Computer Trainer (March-2009 to June-2012)**

*St. Law Computer Training Centre, Kandivali East, Mumbai, Maharashtra (Sales & Marketing)*

- Attended professional development technology courses to increase knowledge base and learn new information.
- Emphasized web etiquette and practical applications of technology for professional use.
- Set up computers and networking systems and delivered step-by-step instructions on basic use.
- Planned and implemented curriculum to teach up-to-date technology to 100+ students.
- Worked with St. Law organization to implement computer literacy program and technology use into day to day instruction.
- Created curriculum, instructions, documents and written tests for various types of training courses.

- Created and implemented new training initiatives such as online modules, interactive software, language, labs and online programs, assuring continuous training to employees to promote long-term excellence.
- Appropriately allocated resourced, budgets, inventories, training support and team building materials to increase overall productivity.
- Coordinated workshops for employees to better understand company mission, streamlining daily activities and aligning worker and company priorities.

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## **Educational Qualification**

### **Bachelor of Commerce (Accounting & Finance) – April' 2007 to Feb' 2010**

- *NMFC College Affiliated From Mumbai University - Kandivali East, Mumbai, Maharashtra.*

### **H.S.C Maharashtra State Board, March' 2005 to Feb' 2007**

- *Anudatta Vidyalaya & Junior College, Kandivali East, Mumbai, Maharashtra.*

### **S.S.C Maharashtra State Board (Commerce) March' 2004 to Feb' 2005**

- *Anudatta Vidyalaya & Junior College, Kandivali East, Mumbai, Maharashtra.*

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## **Professional Certification**

### **Computer Hardware & Networking Diploma – July' 2007 to June' 2008**

- *Hardware repair & installation.*
- *LAN / WAN Networking & Installation.*
- *Software Installation & Troubleshooting.*

**1 year Microsoft Certified Professional (MCP) FROM All India Council for Professional Training & Research (AICPTR) Mumbai in the year 2007.**

**Tally 9.0/ERP Certified from India Council for Professional Training & Research (AICPTR) Mumbai in the year 2007.**

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## **Carrier Achievement**

- Gold Medalist in Mankind Pharma for Best Performer as a Senior Field Manager - 2014.
- Certificate in Oppo Mobiles MU Pvt. Ltd. for Best Employee as an Administrative Executive 2018.

- Certificate of achievement in Bundl Technologies Pvt. Ltd. – Swiggy as an Administrative Executive 2019.

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## **Interest**

Curiosity for taking challenges to do new task between timeline.

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## **Hobbies**

I am better player in chess, want to become best, Chess is not only my hobbies but also it is my choice for improve my professional and personal skills.

I am playing chess because i learn many things from "CHESS", like improve brain expertise, thinking power, problem solving in least time, attentive, and most powerful is time management.

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## **Declaration**

Above information is best of my knowledge, Experience & Career achievement throughout my overall education and profession.