

## **DEEPAK PANDEY**

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email2dp8306@gmail.com

**Mob :** 9215599119

### **CAREER OBJECTIVE :**

To work in a progressive organization and help in its development to achieve its aims and objectives to the best of my abilities and also to upgrade and grown up my own skills with those available in the organization.

### **WORK EXPERIENCE :**

1

Commercial Manager **AT** Super Cassettes Ind. P. LTD. (T-Series)  
since May 2018 to Feb 2020.

### **WORK PROFILE :**

- Develop relationship with clients
- Create plans for business growth.
- Liasoning between the company and other departments for documentation.
- Preparing Performa Invoice and order acknowledgements.
- Coordinate with transporters/express services & courier services regarding their pending bills, claims and process all bills for payment after proper verification.
- Prepare Sundry debtors overdue payment.
- Payment follow up against overdue outstanding with all sales staff as well as directly with the distributors.
- Coordinate with distributors regarding sale and order.
- Sales bills check and clear for release the materials.
- Prepare details of Imprest for field staff (sales staff and service engineers) for travelling.
- Travelling bills clear of sales and service engineers.

2

Branch Head cum Warehouse manager **AT** JG Hosiery Pvt. Ltd. (Amul Innerwear), Rohtak Branch since August, 2006 to April 2018.

**WORK PROFILE :**

- Issues materials against authorized delivery notes/material requests from available items and prepare & forward the purchase request for non-available items to Procure department for purchasing.
- Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, tracks damages and discrepancies on orders received.
- Reported to Store Controller on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- Liaise with suppliers (distributors), transport companies and accounts department.
- Prepare reports and statistics regularly (IN/OUT status report, dead stock report etc.)
- Maintains filing system and records as necessary for material traceability and control.
- Check the book balances with the actual physical stock at frequent intervals by way of internal control over wrong issues etc.
- Appoint new distributors in different –different stations as per company requirements.
- Handle and Supervise up to 10 manpower (sales team).
- Follow up distributor's sales, order and their payments.
- Visit to the distributor shop, solve market disputes etc.

3

Programme Associate (Computer) **AT** Indian Council of Medical Research (ICMR), New Delhi since January, 2006 to July, 2006  
*NATURE OF WORK:* Data Entry & Data Analysis

**WORK PROFILE :**

- Assisted in organizing PRG and other meetings for Nutrition unit
- Data Entry for different areas like as Anaemia, Slum, etc.
- Typing & Composing Research Paper's work using MS office.
- Preparing Reports, Presentations
- Scientific information search through Internet.

4

Assistant programmer (Computer) **AT** CIMAP (CSIR) in Lucknow since December, 1999 to December, 2006  
*NATURE OF WORK:* Data Entry & Data Analysis

**WORK PROFILE :**

- Data Entry and correction
- Create Presentation using MS-Power Point
- MS Access & visual Foxpro for Journal of Medicinal and Aromatic Plant Sciences & CIMAP Bibliography, Marketing Directory
- Typing & Composing Research Paper's work using MS-Word and PageMaker
- Preparing Reports; Documentation
- Correspondence work related publication
- Scientific information search through internet

## **EDUCATION :**

### **PROFESSIONAL QUALIFICATIONS:**

- PG Diploma in Industrial Relation & Personnel Management (IRPM) from Board of Technical Education, Govt. of U.P., Lucknow in 2001
- Advanced Diploma in Computer Application (ADCP) from Soft Vision Computer Education, Lucknow with grade "A+"
- Diploma in Computer Application (DCA) from Hiltron Calc, U.P with grade "B"
- Desktop Publishing (DTP) from Soft Vision Computer Education, Lucknow with grade "A+"
- Certificate in Information Technology (CIT) from CMC Computer Education with grade "B"
- Certificate in Internet Technology (CIT) from C-DAC, Lucknow
- Tally course
- Typing Courses from Shivam Typing School Indira Nagar, Lucknow, speed 45 w/m

### **EDUCATIONAL QUALIFICATIONS:**

- Graduate (B.com) from CCS University, Meerut in 1998
- Intermediate from UP Board, Allahabad in 1995
- High School from UP Board, Allahabad in 1992

### **COMPUTER SKILLS AND POTENTIAL**

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| <ul style="list-style-type: none"><li>• Word processing speed 78 wpm (word per minute)</li><li>• Data Entry Speed 15,000 kspm (Key stroke per minute)</li><li>• MS Office 2007/XP/2000/2003<ul style="list-style-type: none"><li>○ MS-Word ; Power Point</li><li>○ Excel ; Access</li></ul></li><li>• Windows OS – Win 8/XP/98</li><li>• Pagemaker for publication</li><li>• Photoshop for photo manipulation</li><li>• Software Installation and updating</li></ul> | <ul style="list-style-type: none"><li>• Online submission of research papers</li><li>• File transfer through e-mail</li><li>• Net surfing / file download</li><li>• Browser knowledge Internet Explorer 6.0 / Mozilla Firefox</li><li>• Printer / Scanner installation</li><li>• Tally package for accounts.</li></ul> |
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## **SYSTEM PROFICIENCY :**

- Operating Systems: Windows 8, Windows XP; Windows 2000; Windows 98/95; Windows 3.1; MS-Dos
- Package: MS-Office (2007/XP/2000/98/97/96 - MS-Word, MS-Power Point, MS-Excel, MS-Access)
- Designing Tools: Adobe Photoshop 7.0
- Accounting : Tally

## **PERSONAL DETAILS :**

**Father's Name :** Sri Goving Ballabh Pandey

**Date of Birth:** 27<sup>th</sup> Nov1976

**Sex :** Male

**Country:** India

**Marital Status:** Married

**Nationality:** Indian

**Languages:** Hindi, English



### **ADDRESS**

DEEPAK PANDEY  
HARIPUR PURNANAND  
TEEN PANI  
NEAR CITY HOSPITAL  
HALDWANI

I hereby declare that the information given above is true to the best of knowledge.

**DEEPAK PANDEY**