



# VINAY PRAKASH SHRIVASTAVA

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## OBJECTIVE

To secure a suitable and stable position leading to a successful career enabling utilization of my educational & work skills and contribute positively to the growth of the organisation.

## EXPERIENCE

- **Asian Paints Ltd**

*Jan 2019 - Oct 2020*

Sales Admin Officer

**Office Administration** - Office and warehouse Maintenance, Achieving pre-set TAT & SLA target, Proper documentation of various approval for expenses like office agreement document, warehouse lease document, AMC documents for different service.

**Sales Team Support** - Generating Various report required by sales team, Publishing daily sales report, Monthly sales report, Scheme level report, Dealer level sales reports, Products level sales reports, Scheme settlement, Helping sales team resolving dealer related issues.

**Vendor Management** - Handling all vendors engaged For any work in the office and warehouse such as Landlord, Courier Service Vendor, Security Service Vendor, Cab Service Vendor, Canteen Vendor, Event Management Vendor.

**Travel Management** - Handling all kinds of travel plans of company employees as well as dealer trips, Flights booking, Hotels booking, Cab booking for employees as dealer trips. Coordinating with cab vendor for timely reporting at employees and dealer pickup point.

**Bill Processing** - Timely bills processing of vendors, Doing follow up from vendor for timely bill submission, Following up from accounts time for bill settlement and payment processing.

**Event Management** - Extensive co-ordination with various functions such as sales, commercial for there requirements in the event. Arrange quotation from different event management agency, Coordinating with the agency for executing from event.

- **Tech Mahindra**

*Sept 2017 - Jan 2019*

Associate Analyst

Resolving real time Gst related issues of taxpayer,

Providing Gst related tax advice to taxpayer,

Maintaining Data of technical issues faced by taxpayer on get portal.

Achieving TAT of taxpayer complaint resolving

- **Chakshu Opticals Enterprise**

*June 2015 - Nov 2016*

Sales Executive

Handling Customer in Store,

Preparing Invoice,

Stock Management,

Accounts Management.

## EDUCATION

- **Jiwaji University**  
2014  
B.com  
56%
- **CBSE Board**  
2011  
12th  
54%
- **CBSE Board**  
2009  
10th  
53%

## SKILLS

- Computer Skills - SAP , Ms Excel, Ms Word, Ms PowerPoint, Tally ERP 9.0
- Soft Skills - Excellent Organizing skills, Highly efficient and capable of completing multiple task within deadlines, Possess strong oral and written communication skills, Team player and team building.

## PERSONAL DETAILS

- Date of Birth : 10/05/1994
- Marital Status : Single
- Nationality : Indian