

Curriculum Vitae

NEERAJ KUMAR PANDEY

Permanent Address

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Objective:-

Looking for a challenging, dynamic and motivating position in professionally manage Organization where I can exercise and enhance my communication skills and strength inConjunction with the company's goals and objectives.

Strength & skill:-

As a consequence of my personal background and professional work experience I haveovertime developed among other following strength & skill: -

- ❖ Clarity to thought and ability to focus strongly on achieving objectives.
- ❖ Confidence and ability to work independently and lead teams to achievepredetermined objective
- ❖ Good analytical decision making and implementation skills
- ❖ Good interpersonal and people management skills with an ability to build and sustaineffective relationship

Work Experience:-

♣ Working as a **Spares cum Service Incharge** with **City Auto Service** (MarutiAuthorised Service Centre), Patna from 6th Feb .2008 till date. Job consists of management of mechanical and accidental job, total responsibility of vehiclesfrom receiving to delivery after completion of required job, spare part inventory, local purchasing, computer operation, accountancy and full responsibility of customer satisfaction etc.

♣ Worked as a Spares Manager in **ROHIT AUTOMOBILES (MAHINDRA) ARA** from 1st February 2007 to 31st January 2008. Job consists of management of Spare Partsordering, Marketing for spares sale, local purchase for workshop requirement in rear case, spare parts inventory, counter sales monitoring, computer operations, accountancy, warranty upload in Portal, etc.

♣ Worked as a Spares In charge in **VAU'S AUTOMOBILES** (Authorized dealer of Maruti) Patna, from June 2005 to January 2007. Job consists of management of SpareParts ordering, Marketing for spares sale, local purchase for workshop requirement in rear case, spare parts inventory, counter sales monitoring, computer operations, accountancy etc.

♣ Worked as an office Asst. in **KARLO AUTOMOBILES** (Authorized dealer of Maruti) Patna from June 1998 to March 2005. Job consists of management of spare partscash handling, banks related work, local purchasing, ledger maintain (accounts), computer work, payment collection etc.

Educational Qualification:-

- Completed Graduation in 1995.
- 12th passed (Intermediate of Science) from B.I.E.C in 1990.
- 10th passed from B.S.E.B. board in 1988.

Technical Qualification:-

- Diploma in Computer Applicable in 2007.

Extra Educational Qualification:-

- Expertise in IIPL software package for Maruti.
- Expertise in DMS (On Line) software package for Maruti.
- Expertise in PORTAL (On Line) software for Mahindra.

Professional Training & seminars:

- ♣ Training courses for Spare Parts Manager & Warranty Management for Mahindra On 7th march to 9th march 2007 at Patna.
- ♣ Training on Works Manager programme for Maruti from 8th Nov to 9th Nov 2009 in Ranchi.

Hobbies:-

- ✓ Interacting with people & to make friends.
- ✓ Listening music's.
- ✓ Traveling.
- ✓ Cricket

Language known:-

- ✓ Hindi
- ✓ English

Personal details: -

- ❖ **Date of Birth** : 4th December 1974
- ❖ **Marital status** : Married
- ❖ **Nationality** : Indian

Date:

Place: Patna

(Neeraj Kumar Pandey)

