

VINEET PANDEY

EXECUTIVE SALES
ADMINISTRATOR

PHONE | (+91) 8299428341
EMAIL | vpiit2010@gmail.com
LOCATION | Lucknow, INDIA
EXPERIENCE | 4 Years 6 Months

Key Skills

- HR Administration
- Facility Management
- Administration
- Vendor Management
- Finance
- PowerPoint
- Excel
- MS Office PowerPoint
- MS Office

Languages

- English
- English

Profile Summary

Working as an Admin Executive at Suez India. Hands on expertise in MS Office, Vendor Management, Employees Database & attendance, Invoices & Billing Management, Excel Reports & PowerPoint Presentation etc. Currently working as Executive Sales Administration @ Asian Paints Ltd.

Work Experience

Executive Sales Administrator

Asian Paints

05/2024 - Present

I am responsible for Invoice Management, Report Preparations (DSR) etc. on Excel & MS Word, Dealer Management & Vendor Management at Asian Paints Ltd.

Executive Administrator

Suez India Pvt Ltd.

11/2021 - 05/2024

Education

M.A - English

2019

Dr. Ram Manohar Lohia Awadh University
Ayodhya .

B.A - English

2017

Chhatrapati Shahu Ji Maharaj University

(CSJMU)

Grade - 53%

12th
2013

CBSE , English
Grade - 55-59.9%

10th
2011

CBSE , English
Grade - 70-74.9%

Projects

Admin Executive
932 Days

Sewage Treatment Plant Bharwara STP
Client:- UP JalNigam.