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ATUL PANDEY

CAREER OBJECTIVE To be as a learner & Best performer in your organization so that i can build an innovative career by using my skills & other significant talent.

EXPERIENCE

ASSISTANT MANAGER (JAN' 2019 TO TILL DATE)

Ballabha Herbs Private Limited

- Coordinate daily customer service operation (sales processes, order and payments).
- Monitor and maintain store inventory.
- Track the progress of weekly, monthly, quarterly and annual objectives.
- Supervise and motivate staff to perform their best.
- Conduct regular audits to ensure the store is functional and presentable.
- Overseeing retail inventory.
- Ensuring that goals and objectives are met.

OFFICE INCHARGE (MAR' 2012 TO DEC' 2018)

Patanjali Chikitsalaya Center

- Coordinate daily customer service operations (sales processes, order and payments)
- Cash payroll handling bank reconciliation.
- Management and Improvement of internal processes
- Supervising and monitoring the work of administrative staff.
- General office accounting functions.
- All Staff Handling.
- Interviewing and recruiting new employees
- Stock Handling.
- Working with clients
- Coordinating day-to-day operations
- Ensuring that company guidelines are followed

COMPUTER OPERATORE (DISPATCH DEPARTMENT)

(2009 TO 2011)

Hitech Plast Limited

- Maintaining Admin Related work & Data Entry.
 - Provides data by operating a computer.
 - Sorting, batching, and archiving files for easy access.
 - Maintaining supply inventory.
 - Starting operations by entering computer commands.
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EDUCATION

M.A. (MASTER OF ARTS)

Passed From Dr. Rammanohar Lohia Avadh University,
Faizabad in 2012.

B.A. (BACHELOR OF ARTS)

Passed From Dr. Rammanohar Lohia Avadh University,
Faizabad in 2009.

HIGHER SECONDARY

Passed From U.P. Board Allahabad in 2006.

HIGH SCHOOL

Passed From U.P. Board Allahabad in 2004.

SKILLS

- Good Communication Abilities.
 - Problem-solving abilities
 - Time management.
 - Supervisory skills
 - Courageous
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PERSONAL DETAILS

Date of Birth : 15 Jun 1990

Marital Status : Married

Nationalty : Indian

Address : 142/7, Firoz Gandhi Nagar, Pardeshipura
Indore (M.P.).