

RESUME

Praveen Nagar

“PrabhuDham”

House No 2/153, Rashmi Khand-2,
Sharda Nagar, Old Jail Road, Bangala Bazar,
Lucknow – 226002 (U.P.)
Mobile No 9532973251, 9450369940
E-mail praven.nagar@gmail.com

POST : Office Assistant / Computer Operator / Account Clerk

OBJECTIVE

- To trace the path of success through continuous learning, hard work and persistence and mark in the corporate world.

EXPERIENCE

- 1- At present I am working in **Gaurav Enterprises, Lucknow as Office Executive.**
- 2- Worked with **Pratap University, Jaipur** from **27 April 2024 to October 2024 as Office Executive Posted Jaipur.**
- 3- Worked with **Saraswati Medical College, Unnao** from **03November 2018 to September 2020 as Office Assistant Posted Unnao.**
- 4- Worked with **Indo Farm Equipment Limited, (Tractor Co.), Regional Office, Lucknow** from **March 2005 to January 2018 as Commercial Executive Posted Lucknow.**
- 5- Worked with **U.P. State Bridge Corporation Limited, Lucknow** from August 2001 to February 2004 as Assistant Accountant Cum Computer Operator.
- 6- Worked with **Mandi Parisad, Lucknow** from February 1996 to July 2001 as Account Clerk Cum Typist.
- 7- Worked with **Sahara India, Head Office, Lucknow** from December 1990 to January 1996 as Account Clerk Cum Computer Operator.

Summary of Skill

TALLY OPERATE AND WORD, EXCEL WORK.

Typing Speed	:	English	Hindi
		40 W.P.M.	30 W.P.M.

- Over 6 years experience in MIS function, in Limited Company well versed in Managing Area Office / Regional Office Level operation and general reporting currently managing the UP of Indo Farm Tractor Limited.
- Experience in Management of large scales dealer operation and implementing system of credit and information control as Billing plan, Dealer funding, Retail Advance.
- I Know Manual Accounting Vouchers, Day Book, Bank Book, Journal, Ledger, Trial Balance, Trading and Profit & Loss A/c, Balance Sheet, Store Stock, Inventory.

Key Responsibility Office Management

- Managing entire information MIS part of administration function for the UP State regional office located at Lucknow.
- Preparing various reports and managing working capital.
- Supervising the regular updating of all information and compiling the reports.
- MIS Management of entire dealers operation, Implementing systems to ensure strict funding control and ensuring return of required information for business partners and the organization.
- Reviewing dealer performance and these advancing, Retail aging analysis and taking corrector measures.
- Managing the various external relationship of Regional Office like Telephone, Electricity, Rent and other legal issues and the sanction from corporate office of the Company.
- Coordinating between Head Office and the dealers for just in time inventory Management of finished products implements, accessories and parts.
- Reviewing and analyzing all expenses at the office pertaining to business development and operation Management and ensuring cost control.
- Coordinating with Marketing team at UP and providing them the information at various level to help them in achieving target and information about industry.
- Coordinating the Dealer – Development and their status for providing them the case or credit sale based on their dealership ageing and business.
- Managing Office Equipment, Assets and keeping closed watch and maintenance.

Significant achievement

- Successfully complied the data and based on same informed the marketing team to help them, for achieving their Marketing target.
- Well versed the computer system operating with data compiled in systems.
- Managed HO and Zonal information system and its good coordination in day to day work.
- Managed good relationship of dealers with Zonal Office and developed smooth relationship between them.

Personal Details

Date of Birth	:	06 October 1968
Father's Name	:	Sri PrabhuNath Nagar
Educational Qualification	:	B.Com (Lucknow University)
Mailing Address	:	'PRABHU DHAM' H.No 2/153, Rashmi Khand, Sharda Nagar, Bangala Bazar, Lucknow -226002 (UP) Phone No 9532973251, 9450369940

(PRAVEEN NAGAR)