AMIT KUMAR PANDEY

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Websites, Portfolios, Profiles

- www.linkedin.com/in/amit-kumar-pandey

PASSPORT NO.

- U5522065

Skills

Hardware

- Manage Maintenance
- Troubleshooting
- All Software and O/S
- Formatting & Installation
- Desktop Support Engineering

Operating System

- Windows XP
- Windows 2003
- Windows Vista
- Windows 7
- Windows 8
- Windows 10
- Windows 11

Application

- MS-Word
- MS-Excel
- MS-Power Point
- Internet Browsing

D.T.P. (Desktop Publishing)

- Adobe Page Maker
- Adobe Photoshop
- Corel Draw
- Adobe Illustrator

ACCOUNTS

- Tally 7.2
- Tally 9.0
- Microsoft ERP
- Invoice Processing
- Billing Systems
- Dispute Resolution
- Medical billing and collections
- Invoicing proficiency

TYPING SPEED

- 30-40 wpm in English & Hindi

TRAKING

- Vehicle Tracking System

OFFICE ADMINISTRATOR

- Expense Reporting
- Staff Management
- Business Administration
- File Maintenance
- Bookkeeping
- Report Preparation
- Workforce Management
- Office Supply Management
- Database entry
- Mail handling
- Scheduling
- Travel Coordination
- Administrative Support
- Meeting Coordination

Summary

To work smartly with full potential for the Development of Organization. Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning.

Experience

07/2024 - Current
Western Carriers India Ltd.
Jamshedpur, India

Billing Executive

- Bill Generation in Company's own Software.
- Analyzing the complete bills.
- Complete the Payment Advice.
- Complete the Money Receipt System.
- Used advanced software to prepare documents, reports, and presentations
- Prepared and mailed account statements to vendors and kept meticulous correspondence documentation
- Validated and recorded invoices and resolved discrepancies with vendors
- Identified financial data trends and discrepancies for improved forecasting
- Implemented orderly, organized filing systems for easy record retrieval
- Managed invoices, payments and deposits, maintaining accurate expenditure records.
- Reduced account discrepancies by conducting regular audits and reconciling financial records.
- Streamlined billing processes by implementing efficient automation tools and software.
- Analyzed internal data to identify trends or issues affecting the accuracy or timeliness of customer billings, developing targeted interventions as needed.
- Identified, researched, and resolved billing variances to maintain system accuracy and currency.
- Prepared itemized statements, bills, or invoices and recorded amounts due for items purchased or services rendered.
- Developed and maintained billing procedures to make timely payments.

07/2022 - 05/2024
SUPEREXCEL IT SOLUTION PVT. LTD.
KOTHRUD, PUNE

Billing Executive

- Bill Generation & Analyzing the complete bills
- Prepared and mailed account statements to Clints and kept meticulous correspondence documentation
- Validated and recorded invoices and resolved discrepancies with Clints
- Identified financial data trends and discrepancies for improved forecasting
- Implemented orderly, organized filing systems for easy record retrieval
- Prepared documentation for travel reimbursement
- Managed invoices, payments and deposits, maintaining accurate expenditure records
- Provided customer service support and responded to inquiries related to account billing matters.
- Coordinated with other departments, such as sales, marketing, and collections, as needed.
- Maintained accurate records of all billing information in the company database.

04/2017 - 06/2022
UTILITY TRANSPORT COMPANY
Jamshedpur

Billing Executive

- Bill Generation in Microsoft ERP system
- Analyzing the complete bills
- Complete the Payment Advice in ERP System Complete the Bank Receipt in ERP System
- Used advanced software to prepare documents, reports, and presentations
- Prepared and mailed account statements to vendors and kept meticulous correspondence documentation
- Validated and recorded invoices and resolved discrepancies with vendors
- Identified financial data trends and discrepancies for improved forecasting
- Implemented orderly, organized filing systems for easy record retrieval
- Prepared documentation for travel reimbursement
- Managed invoices, payments and deposits, maintaining accurate expenditure records
- Monitored customer account details for payment activity.
- Posted journal entries into general ledger system on a timely basis.

- Maintained customer accounts by recording account transactions.
- Assisted in the preparation of monthly and yearly closings.

05/2016 - 03/2017
GI Staffing Services
Pvt. Ltd
Sanand, Gujrat

Project Admin Executive
- Managing & Maintaining the PF & ESI Register
- Maintain the Muster Roll Register
- Manage the Salary Register
- Handle the Internal and External Audit
- Manage the Office Administration
- Conducted research to assist with routine tasks and special projects
- Organized and facilitated regular meetings with senior management teams.
- Created reports summarizing progress against organizational goals and objectives.
- Created and maintained relationships with key stakeholders.
- Established relationships with key partners and vendors to ensure successful project outcomes.
- Delegated work to staff, setting priorities and goals.
- Formed and sustained strategic relationships with clients.
- Monitored inventory levels and placed new orders for merchandise to keep supply well-stocked.
- Completed thorough opening, closing, and shift change functions to maintain operational standards each day.

06/2013 - 06/2015
Tata Power Company
Limited (Third Party)
Jamshedpur

Data Management Executive
- Managing & Maintaining data related to department
- Preparation of Daily Coal Consumption Reports
- Preparation of Daily Fly Ash Generation Reports
- Preparation of Daily Bottom Ash Report
- Preparation of Daily Pond Ash Report
- Preparation of Daily Fly Ash Consumption Report
- Preparation of Daily Pond Ash Excavation Report
- All Reports are generated in Excel format
- Creation of Material Repulsion Note (MRN), Purchase Repulsion (PR), Service Entry Sheet (SES), Material Stock Assessment in SAPMM
- Modifying MRN, PR, SES in SAP-MM
- Assisted in developing reports to track key performance metrics.
- Developed scripts to automate regular maintenance tasks such as backups.

04/2010 - 05/2013
Tata Power Company
Limited (Third Party)
Jamshedpur

Computer Operator/Graphic Designer
- Tracking of GPS which is installed in Vehicles
- Managing & maintaining the GPS/GPMS Reports
- Preparation the Speed Reports through GPS website for Vehicles
- Preparation of Load Cell Reports through GPS website for Vehicles
- Preparation of Oil Consumption Reports through GPS website for Vehicles
- Preparation of Tracking Reports through GPS website for Vehicles
- All Reports are generated in Excel format
- Assisted users with setting up their workstations, printers, scanners and other peripherals.
- Updated antivirus software to protect against malicious programs.
- Managed email accounts by creating aliases, forwarding emails or resetting passwords.
- Provided user support for all system applications and hardware components.

10/2008 - 01/2010
Surbhi Float Glass Co.

Hardware Engineer & Graphic Designer
- Troubleshooting Software and Hardware related issues

Pvt. Ltd Gurgaon, New Delhi	• Managing and maintaining the Surbhi Float Glass Company Hardware • Looking the Customer Relationship for Guide the Designee in Glasses • Prepare the Design in Computer for Glasses as per the need of Customers • Managing and maintaining the database of Glass Designing & Manage the Customer Reports • Investigated hardware product issues involving materials and software and devised solutions • Met regularly with clients to discuss project specifications and milestones and provide updates on progress • Participated in internal audits of quality management system • Set up and maintain hardware and software test infrastructure • Worked closely with documentation team to provide technical details and participate in review cycles • Completed paperwork, recognizing discrepancies and promptly addressing for resolution
03/2008 - 09/2008 Silicon India Jamshedpur	**Hardware Engineer** • Troubleshooting Software and Hardware related issues • Managing and maintaining the Silicon India Hardware • Looking the customer Relationship • Sale of new computer to Customers • Taking affected computer by customer & resolving all issues • Managing and maintaining database of changing the peripheral devices for Silicon India • Developed documentation for installation, maintenance, repair and troubleshooting of hardware systems. • Maintained inventory of spare parts for repairs as well as preventive maintenance programs. • Maintained up-to-date knowledge of relevant technology as assigned by management.
02/2007 - 01/2008 Prashar Computer World Gandhi Nagar, Jammu	**Hardware Engineer** • Troubleshooting Software and Hardware related issues • Managing and maintaining Prashar Computer world Hardware • Managing and maintaining the database of changing the peripheral devices for Prashar Computer world • Take the affected computer by customers & resolving all issues • Developed documentation for installation, maintenance, repair and troubleshooting of hardware systems. • Ensured that all engineering drawings were up-to-date according to latest standards. • Maintained inventory of spare parts for repairs as well as preventive maintenance programs. • Maintained up-to-date knowledge of relevant technology as assigned by management. • Created reports detailing test results, design changes or product specifications.
03/2004 - 01/2007 RSB Enterprises Jamshedpur	**Hardware Engineer** • Troubleshooting Software and Hardware related issues • Developed documentation for installation, maintenance, repair and troubleshooting of hardware systems. • Maintained inventory of spare parts for repairs as well as preventive maintenance programs. • Maintained up-to-date knowledge of relevant technology as assigned by management. • Created reports detailing test results, design changes or product specifications. • Installed, configured and maintained computer networks including routers, switches, firewalls and storage devices. • Provided technical support services to customers regarding installation or usage of hardware products. • Reviewed customer feedback to identify areas where improvements could be made in existing

hardware designs.

Education

02/2013
Jharkhand
Bachelor of Arts in General Studies
Hindi Vidyapeeth, Deoghar

05/2008
Jharkhand
Accounting And Business Management
Jharkhand Academic Council (J.A.C.)

05/2003
Jharkhand
10th
Jharkhand Secondary Examination Board Jharkhand

D.C.A.
CWS - Institute of Software Technology

D.T.P.
CWS - Institute of Software Technology

D.C.H.NET
CEDTI, Bistupur (Under Ministry of IT Govt. of India) Branch of DOEACC Center - Gorakhpur

FINANCIALA CCOUNTING
ITCS Computer Education, Jammu, J&K

Activities and Honors

- D.C.A.
- D.T.P.
- D.C.H.NET
- FINANCIAL ACCOUNTING

Languages

Hindi: First Language

English: B1

Intermediate (B1)