

CURRICULUM VITAE

MIS & ADMIN MANAGER IN SALES AND SERVICE

ARUN KUMAR PITTELA



Mobile No: 0588251679



Location: Dubai (UAE)



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Career Objective

Seeking a Challenging Long-Term Position and Creative Environment where my Knowledge Skills and Aptitude can be shared and enriched.

Academic Qualification:

- SSC From Government High School
- Intermediate (Bipc) From Government Junior College
- Degree (BCom Computers) from Ambedkar Open University

Work Experience:

- 3 Years of Working Experience in, RLP Securitas as an RMS Admin (Hyderabad)
- 1 Year of Experience in, Geojit BNP Paribas as a Branch Manager (Nizamabad)
- 4 Years of Experience in, SREE VENKATESWARA MOTORS (INDIA) PVT. LTD. TATA MOTORS as an EDP Admin (Nizamabad)
- Worked in Raj Enterprises (TATA MOTORS AUTHORIZED SERVICE STATION) as a Service Manager & DET (OBD) (Dichpally)
- Worked in Mahindra & Mahindra (Automotive Manufacturers Private Ltd) as a Sales Admin (Billings Cum MIS Reporter) (Nadepally)
- Worked in Thirumala Hospital as a Caretaker cum Admin. (Armoor)
- Currently Working in Khiara Group (Hotel, Restaurants, Cafes & Catering Supplies) as a Sales Admin cum Purchaser (Dubai)

Key Skills:

- Excellent Typing Speed.
- Excellent Knowledge of MS Excel and Office.
- Working Knowledge of CRM Platforms.
- Scan Diagnostics, Calibration and Programming.
- Knowledge of inventory Management and Auditing.
- Experience of working in various software Tally, ODIN, Oracle, Dynamics.
- Knowledge in Power BI and Analytics

Duties & Responsibilities:

- Check data accuracy in orders and invoices then Orders Processing and Posting.
- Preparation of SOH (Stock on Hand) reports. Monthly Consumable Consumptions Reports to management.
- Issuing Temporary registration & insurance for sold vehicles.
- Adjusting Stock with IBT internal branch transfer
- Administer accounts receivable and accounts payable.
- Buying and selling shares and securities by client short-term trading
- Updating data sheets, performance valuation and liquidity report regularly
- Communicating with intermediaries and brokers to solve the discrepancies in trades.
- Communicate medical result to patients under clinical Supervision.
- Sterilize instruments in accordance with OT requirement by nursing staff.
- Preparing staff salaries by following as per duty time sheet
- Assist with payroll administration Assist with month end closing.
- Prepare entries Maintain up-to-date billing system & Monthly Sale's and Collection Report's
- Responsible to maintain purchase and sales records.
- Publish financial statements for customer in time & Reconcile accounts payable and receivable.
- Manage balance sheets and profit/loss statements.
- Maintains service floor Noticing Complaints of customers & done by mechanics.
- Compute taxes and prepare tax returns. (bulk uploads & exports)
- Hiring, training, and managing employees.
- Ordering parts and supplies as needed.
- Maintaining relations with executives and factory representatives
- Overseeing post-repair services (vehicle delivery, test driving, etc.)
- Processing Return transactions (GRV), Issues refund or credits.
- Issuing Sales Invoices or receipts and Maintaining accurate Cash drawer.

Personal Profile:

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| ➤ Dubai DL | : On Process |
| ➤ Date of Birth | : 05 January 1989 |
| ➤ Gender | : Male |
| ➤ Nationality | : Indian |
| ➤ Marital Status | : Married |
| ➤ Languages Known | : English, Telugu & Hindi |

Declaration:

I hereby declaration that the information gives above is true to the best of my knowledge and belief.

Yours Faithfully,

Anur Kumar