

#8,42/6, Vittasandra Palya, Begur Hobli, Near Shivaganga Dham, Bengaluru, Karnataka- 560114

Professional Summary

To work in a position where I can equally contribute to the development of the organization as well as my potential to excel furthermore for my future concerns for the same.

Professional Strength

- Flexibility towards adapting to new environment
- Open-Mindedness to acquire the Knowledge of the New Normal
- Understanding the Company Goals in and out
- Team Leadership and Interpersonal Skills to build the Best Team
- Working and motivating people to work under maximum pressure
- Dedication towards achieving the Company-desired Goals

Worked as a Manager Administration / Facilities & Accounts from 27th June 2020 to 25th August 2021 in 2 Units Sri Annapurneshwari Filling Station & Sri. Annapoorneshwari Constructions.

Worked consecutively & consistently with PRERANA MOTORS (P) LTD, Authorized Dealer for Entire Range of TATA, FIAT & YAMAHA Vehicles, Sales, Service & Spares) in KARNATAKA from 1st December 2000 to 26th June 2020.

Worked as a Deputy Manager - HR & Administration from 01-04-2014 to 26-06-2020. (Overall In-charge for all HR & Admin. functions in 4 Workshops & 4 Sales Outlets under one HUB Zone).

I got 4 Promotions during my Service (2000 to 2014) in Prerana Groups viz. starting from Senior Computer Operator to Asst Manager Administration.

Strategical Responsibilities taken towards Company's Ultimate Success –

- Talent Acquisition (recruiting, tracking, interviewing, oriented job training new employees)
- Attendance & Payroll Management
- Performance Management System
- Statutory Compliance (HR & Administration)
- Training & Development Management
- HR MIS & Skill Matrix
- Exit Process & Disciplinary Actions
- Safety & House Keeping Management
- Infrastructure , Repair Maintenance & Asset Management
- Record Room, Security, Vehicle & Printing & Stationary Management
- Meeting and all Event Management
- Purchase & Scrap Management
- Canteen and Health Facility Management (Employee Welfare)

Experience related to Warehouse / Spare Parts Department

- Processing the order through Siebel & CRMDMS application
- Maintained Stock statement Monthly, Quarterly Half yearly & Yearly basis.

- Goods Inward & Outward
- Shortage / Wrong / Damage Claims to respective agency

Experience in Accounts Department

- Purchase & Sales entry on Tally Software
- Follow-up credit & Debit outstanding
- Bank, Inter Branch & Tata Motors account Reconciliation
- Report generate of various Incentive / Commission & monthly business.

Educational Background

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|----------------------------|---------------------|
| M.B.A (Personnel & Admin.) | M.K.U. Bangalore |
| M.A (History) | Utkal University |
| Honours Diploma | NIIT, Balasore |
| Tally 6.3, 7.2,9 & ERP | Bee Line Bangalore. |

Spécial Mention

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|----------------------------|----------------------------------|
| ISO Certification Course | Bureau Veritas, Bangalore |
| Industrial Health & Safety | Work Safe Organisation Bangalore |

Computer Skills

- Operating System : Windows 9x, 2000, NT,XP etc.
- SAP System : R3, with Oracle Siebel 7.8
- Packages : MS Word, Excel, Office, Power Point, Unix.

Accomplishment and Awards

- My best professional accomplishment – My brain child Bommasandra Unit of Prerana Motors which has been considered one of the largest Automobile Dealership in India
- Award received from Tata Motors as a Best Safety champion FY 2018-19
- Honorarium gained for best performance a number of times from Prerana Management.

Hobbies

Reading News Paper, Listening to old Music & Watching TV etc.

Personal Details

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| Gender | : | Male |
| DOB | : | 04.03.1974 |
| Religion | : | Hindu |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Father's Name | : | Rabindra Nath Dey |
| Languages | : | Hindi, Oriya, English, Kannada, Bengali. |

Declaration

I hereby declare that the particulars mentioned above are true and correct to the best of my knowledge.

Ashit Kumar Dey

