



DEEPAK YADAV

Deputy Manager

KEY PROFESSIONAL SKILLS

- MIS | Data Analysis
- Second Line of State MIS
- Second Line of Business Analyst
- Special Project Handle
- Pricing Working
- Backend Operations
- Sales Coordinator
- Cost, Store & Vendor Management.

TECHNICAL SKILLS

- MS–Office (Word/Excel/Power Point)
- Excel Knowledge in Pivot Table, Power Pivot Table, V-Lookup, H-Lookup, Conditional Formats, Logical Formulas & Formats etc.
- Robust knowledge & hands - on experience of SAP SD, FI-BILLING.
- Planning & AOP Budgeting;
- Pursuing Data Science from Simply learn which includes (Tableau & Other Data Analytic Modules) & Python from ICTEL, Patna
- Advance Excel at Beginner Level.
- Tally 7.2 & 9.0 & G-Suite (Google Suite) beginner level.
- Adobe Applications (Photoshop / Illustrator / In-Design) / Coral Draw

CONTACT

Permanent Add.- H.No.-861, Cross Rd No.-13, Road No.-5, B-Block, Bagunhatu, Baridih, Jamshedpur, Jharkhand - 831017

Current Add.- Mitra Mandal Colony, Phase-2, Beur, Patna, Bihar – 800002

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Objective -

To seize every opportunity, I get in my life & utilize it for continuous growth with the organization.

Professional Overview -

12+ years of Hands on Experience in different industries Like Print Media, Education & Real Estate Company, with lots of motivation as well as learned much more things as per market demand and their requirements. In My Past experience I was earned, how we do MIS & Data analysis, Special Project Coordination, Supporting to Sales Team, Cost & Vendor Management, Reporting to Corporate Hierarchy, Pricing Module, hands on Experience in SAP, Tally and different software modules as well as accounting operations as per demand.

Professional Experiences

DB Corp Limited – (Dainik Bhaskar)

From Sept'11 to Till Date

Step 3 @ Patna Location - (Responsible for Bihar & Jharkhand)

Key Responsibilities -

- ❖ MIS | Support to Business Analytics & State MIS | Data Analytics
- ❖ State Operational Functions
- ❖ Sales Support Coordinator for Bihar, Jharkhand.
- ❖ Maintaining all State Backend Operations smoothly with good leadership;
- ❖ Pricing methods & strategies | Yield/Rate Analysis
- ❖ Market Share Analysis as per Data base.
- ❖ Manage & drive a team of **6 plus members**.
- ❖ Follow-ups/tracking of Data in terms of Regular & Special Projects Business Status with sales team.
- ❖ Vendor Handling & Rate Negotiation.

Rewards -

- **Best Business Idea Generator Award**
- **Best Special Project Coordination**

Step 2 @ Jamshedpur Location – Asst. Manager (Unit MIS)

Key Responsibilities -

- ❖ MIS – Data Base Management Planning
- ❖ Sales Support & Coordination to each hand of Unit sales members
- ❖ Planning with Media Marketing Team
- ❖ Yield/Rate Analysis & Approvals
- ❖ Supporting to State MIS for Co-ordination & Reports planning as well as Target vs. Achievement;

Rewards -

- State Level **Best Contributor Award in Operation & Sales Support.**
- Continuously 3 times achieving **Super Star Award.**
- **Top 3 Best MIS in B & J State (Lakshya Award).**
- Felicitated with **CORE VALUE Award.**

Step 1 @ Jamshedpur Location - SAP Executive (Scheduling & Billing)

Key Responsibilities -

- ❖ Data Maintenance in **SAP - SD**;
- ❖ Process for billing & Invoice Generation through **SAP – FI.**
- ❖ Data Correction along with data mapping & invoicing as per demand.
- ❖ Regular follow-ups for timely delivery of our materials for faster root-out.
- ❖ Preparing indent so as to ensure availability of products on regular basis.
- ❖ Product delivery & tracking records of Agency / Direct Customers / Vendors.

Rewards -

- **Significant Contributor** in Jharkhand State.

Aakash Educational Services Limited, Jamshedpur (From June'10 to May'11)

- ✓ Designation – **EDP Executive**
(**BDE | EDP Data processing | Admin | Data Punching in Tally ERP**)

Key Responsibilities (KRA) –

- ❖ Freelancing of students & business for different educational & non educational institutions on profit sharing basis.
- ❖ Day to day creates good ideas and planning for en-cash all good enablers.
- ❖ Monitoring of operational works;
- ❖ Handling day to day administrative activities in co-ordination with internal / external departments for smooth business operations.
- ❖ Ensured a good Part in Business Development & Successful completion of Projects as desired time frame for good business growth.

Rewards -

- Best Executive in Admin & Data Processing;

Siddhant Construction (Duration - From Oct'09 to May'10)

- ✓ Designation– **Executive** –
(**Accounts operations | Cost Management| Site Admin**)

Key Responsibilities (KRA) –

- ❖ Overseeing & planning for Accounts/Stock/Logistics Activities, implementing effective techniques to bring efficiency in operations, improve quality standards & achieve cost savings.
- ❖ Determining the future needs & financial capacity for producing required quantities for equipments on pre-defined standards within financial costs.
- ❖ Implementing accounting activities, plans & schedules for maintenance, operations & annual turnarounds with focus on optimum utilization of manpower, machines & materials.
- ❖ Managing the functions of troubleshooting and preventive maintenance of various accounting process.
- ❖ Keeping inventory under control & monitoring.

EDUCATIONAL BACKGROUND

- ❖ Appear M.Com from IGNOU.
- ❖ BBA (Hr. Hons.) Completed 2009-2011 with 53.17 % Marks (Ranchi University)
 - Sem – 3 – 64.25 %
 - Sem – 2 – 45.00 %
 - Sem – 1 – 50.25 %
- ❖ Intermediate (PCM) 2007-2008 – 60.00% (Jharkhand Academic Council, Ranchi)
- ❖ Matriculation (PCM) 2006 – 66.40% (Jharkhand Academic Council, Ranchi)

EDUCATIONAL AWARDS & ACHIEVEMENTS

- ❖ **TATA COMMINS LTD.** awarded the Cummins Scholarship for **2008**.
- ❖ Achieving **first prize** in Science Exhibition (Computer science Project C++ programming language) from **Mrs. K.M.P.M. Inter College in 2006**.
- ❖ Achieving 2nd prize in essay writing from **Parinda Welfare Society, Agrico, Jamshedpur in 2004**.
- ❖ Achieving 2nd prize in "**GANDHI JI THOUGHT**" essay writing competition from **Gandhi Ghat Welfare Society, Jamshedpur in 2003**.

AREA OF INTERESTS

- Playing Chess/Cricket, Travelling in religious places.

STRENGTHS:-

- Ready to take responsibility as per KRA and Task Priorities.
- Quick learner and Good Interpersonal Skills.
- Never give up hope and faith at any cost.
- 100% task completion with perfection, no time limits.
- Always try to create good environment, by this all are motivated and do task with good energy.

Personal Skills & Details

- ❖ Posses an optimistic approach towards life. Ability to work smart to produce desired results.
- ❖ Posses a good leadership for mentoring & monitoring for operational functions for smooth work.
- ❖ Good Learner & adaptability to any situation.
- ❖ Take a good part for maintain Leadership in all Operational Functions.

- Father's Name : Mr. Vindeshwari Yadav
- Date of Birth : 10th October 1991
- Gender : Male
- Marital Status : Married
- Language Known : English and Hindi

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

Place: Patna



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