

# LALIT MOHAN SRIVASTAVA

Admin Officer

**Address** 554 Kha/472 Visheshwar Nagar Alalmbagh

Lucknow , India , 226005

**Phone** 09458050013

**E-mail** lalit.sri4984@gmail.com

Organized Administration Officer well-versed in accounting, reporting and documentation requirements for [Industry]. Offers [Number] years of experience managing office staff performance, scheduling and task delegation. Proficient in [Software] with demonstrated success in database, file and records management.



## Skills

- ◆ Knowledge of Oracle ,ERP
- ◆ Knowledge of Microsoft Office Word Excel and Paint
- ◆ Oracle Billing, Stock Management
- ◆ General Accounting
- ◆ Vendor Management



## Work History

◆ **Aug 2021 - Admin Officer**  
**Current** *Kamdhenu Colour and Coating Ltd., Lucknow , India*

- Manage all the Godown related work
- Check transporter bill and negotiate with them to do business in minimum wages
- Conferring with accounting department to help make payments
- Attend meetings and record notes and messages for managers and senior-level officers
- Produced detailed reports to track trends and keep senior management informed.
- Prepared agendas and took notes at meetings to archive proceedings.
- Managed daily payment processing and drafted related financial documents.
- Managed team petty cash, purchase orders and account transactions.

## **Mar 2016 - Aug 2021   System Operator**

*Berger Paints India Ltd, Lucknow, India*

- Release Sales Order punched on CRM and Ship them when material picked
- Generate the tax invoice
- Check the outstanding of the dealers
- Raise CN when material return by the dealer
- Cheque and RTGS Feeding and Ledger Adjustment
- Made the sales order on ERP when it is necessary
- Manage the Labour,stocks and dispatch

## **Oct 2010 - Feb 2016   Godown Incharge**

*Om Industries Faizabad*

- Maintain the account of Dealers and company
- Purchase Raw Material from the local Lead manufactures
- Maintain the outstanding and expense of the company.
- Increased customer satisfaction by resolving issues.

## **Sep 2008 - Jun 2010   Supervisor**

*Brawn Batteries, Lucknow, India*

- Make Sale Invoice
- Maintain the account of Railways & Banks (Material Sell in Railways and Banks)
- Release Debtors list time to time to clear the outstanding.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.



## **Education**

### **M.B.A: Marketing**

*Sam Higginbottom University of Agriculture Technology And Sciences - Prayagraj*

### **Bachelor of Arts: Economics & English Language**

*Chhatrapati Shahu Ji Maharaj University - Kanpur*

### **Intermediate: Hindi, English, Physics, Chemistry & Math**

*U.P Board - Lucknow*

### **High School Diploma**

*U.P Board - Lucknow*



## **Languages**

Knowledge of Hindi & English Typing. English and Hindi



## Interests

Collect the information about Successful Person's in various field



## Computer Skills

CCC Certificate in Computer Application

Diploma In Computer Application