Amulya Yadav

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### PROFESSIONAL SUMMARY

Experienced administrative professional with a strong background in providing executive support at Hindustan Aeronautical Limited. A detail-oriented leader with a knack for multitasking in high- pressure environments. Proficient in standard office procedures, software, and equipment, including the Microsoft Office Suite, scheduling tools, internet applications, and database software.

# SKILLS

* **Project Management:** *Experienced*
* **Problem Solving:** *Expert*
* **Problem Handling:** *Experienced*
* **Negotiation Skills:** *Expert*
* **Communication Skills:** *Expert*
* **MS Office:** *Experienced*
* **IFS:** *Experienced*
* **Handling Work Pressure:** *Experienced*
* **Multi-Tasking:** *Expert*

# EMPLOYMENT HISTORY

## Office Assistant

* + *Hindustan Aeronautical Limited, Accessories Division, Lucknow, Uttar Pradesh*

*December 2016 – Feb 2023*

## Project Coordinator

* *Shailers Solutions, Noida, Uttar Pradesh* *March 2023 – July 2023*
* *Samtech Innovations* *August 2023- Present*
* Handling of documents related to all the insourcing material and components from vendors' end.
* Verifying all the documents and forwarding them to be re-verified.
* Entering proper challan numbers and other details of components into IFS (ERP used byHAL).
* Creating Receiving Cum Discrepancy Report (RDR) for Fuel, Mechanical and instrument factory. Ensuring components to be sent to the Quality department along with RDR.
* Identify Discrepancy case issues of components and resolve them with senior officers.
* Coordinate activities with other supervisory personnel or with other work units or departments.
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Establish work procedures or schedules and keep track of the daily work of clerical staff. Order and dispense supplies.
* Prepare or review specifications or orders for the purchase of safety equipment, ensuring that proper features are present and that items conform to health and safety standards.
* Use computers for various applications, such as database management or word processing.
* Create, maintain, and enter information into databases.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
* Supervise other clerical staff and provide training and orientation to new staff. Locate and correct data entry errors, or report them to supervisors.
* Manage and maintain executives' schedules. Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
* Provide clerical support to other departments. Monitor and direct the work of lower-level clerks
* Central point of contact, managing communications between team members, stakeholders, and management, facilitating the smooth exchange of information, updates, and feedback throughout the project's life cycle.
* Assigning tasks, monitoring their progress, and ensuring that team members met their deadlines, contributing to the project's efficiency and productivity.
* Maintained project documentation, prepared proposals, status reports, MoM, and User manual, and meticulously documented project-related activities to promote transparency and accountability in project management.
* Establish and enforce quality standards, guidelines, and best practices that need to be followed in the development process.
* Worked on VLOOKUP, HLOOKUP, Data Validation, Conditional Formatting, Pivot Table.

## Trainee, Hindustan Aeronautical Limited, Accessories Division. Lucknow, Uttar Pradesh

Nov. 2015 – Nov. 2016

Gained hands-on experience in administrative tasks while working alongside HAL employees and officers.

### EDUCATION

**Kanpur University, Kanpur, UTTAR PRADESH**

1. Masters in Commerce, June 2019
2. Bachelors in Commerce, June 2017

### Government Girls Polytechnic, Lucknow, Uttar Pradesh

Diploma in Modern Office Management and Secretarial Practice, May 2014

- Diploma in Office Management and Secretarial Practice, Government Girls Polytechnic, Lucknow, Uttar Pradesh, May 2014

### ADDITIONAL EDUCATION

**Project Management course from Coursera (Google),**

Gained valuable insights into modern project management practices and methodologies.

Developed a deep understanding of project planning, execution, risk management, and stakeholder communication.

Acquired essential skills for effective project leadership and successful project delivery.

I declare that the information provided above is accurate to the best of my knowledge and belief. AMULYA YADAV

Date: / / 2023 Location: [Noida]

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