

Akash Pandey

Operations Manager



7388052017



akash00797@gmail.com



India, Gorakhpur

Professional summary

An ardent analyst with expertise in strengthening companies to lead in highly competitive situations, aiming for senior level roles in Hospital Management, Finance, NBFC, Business Management, Organizational Development & Process Improvement with an Organization of high repute.

Experience

Floor Coordinator November 2023 - June 2024

INDIRA IVF Hospital Pvt Ltd, India, Gorakhpur

As a Floor Coordinator at INDIRA IVF Hospital Pvt Ltd, I was responsible for managing the daily operations of the hospital floor and ensuring smooth functioning of all departments. This role required strong leadership skills, as well as the ability to multitask and prioritize effectively.

- Managed daily operations of hospital floor
- Oversaw departmental coordination and communication
- Ensured efficient patient flow and timely service delivery
- Conducted training for new staff members
- Monitored inventory levels and ordered supplies as needed

Operations Manager September 2022 - June 2023

SHIKSHABOOK, India, Gorakhpur

As an Operations Manager at SHIKSHABOOK, I was responsible for overseeing the daily operations of the company to ensure efficiency and productivity. I successfully managed a team of 20 employees and implemented strategies to improve processes and increase profitability.

- Managed team of 20 employees
- Implemented process improvements
- Increased company profitability
- Oversaw daily operations
- Developed and maintained vendor relationships
- Conducted performance evaluations

Skills

Project Management

Expert

Leadership

Expert

Problem Solving

Expert

Decision Making

Expert

Process Improvement

Expert

Interpersonal Communication

Expert

Customer Service

Expert

Negotiation

Expert

Team Building

Expert

Strategic Planning

Expert

Awards



Certificate of Appreciation in recognition
to the contribution towards PI DRIVE by
Hero Fincorp Ltd

Languages

- HINDI
- ENGLISH

Hobbies

- Created and monitored budgets
- Ensured compliance with company policies

- Reading
- Traveling
- Swimming
- Cooking

Operation Executive

November 2018 - July 2020

HERO FINCORP LTD, India, Gorakhpur

During my time as an Operation Executive at HERO FINCORP LTD, I was responsible for overseeing and managing the daily operations of the company. I worked closely with various departments to ensure smooth functioning and timely completion of tasks. My role required strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

- Coordinated with teams to streamline processes
- Monitored performance metrics and identified areas for improvement
- Conducted training sessions for new employees
- Developed and implemented standard operating procedures

Operations Admin

August 2010 - October 2018

GORAKHPUR PUBLIC SCHOOL, India, Gorakhpur

During my time as an Operations Admin at GORAKHPUR PUBLIC SCHOOL in India, I gained valuable experience in managing the day-to-day operations of the school. I was responsible for coordinating with various departments and ensuring smooth functioning of the school.

- Coordinated with departments for events and activities
- Managed school supplies and inventory
- Assisted in budget planning and expense tracking
- Maintained records and data entry accuracy
- Trained new staff on administrative processes
- Streamlined communication between staff, parents, and students

Education

2020 - 2022

Master of Business Administration (MBA) of MAHARAJA AGRASEN HIMALAYAN GARHWAL UNIVERSITY, India, Pauri Gharwal

2015 - 2017

Master in Commerce of UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY, India, Prayagraj

2007 - 2010

Bachelor in Commerce of Deen Dayal Upadhyay Gorakhpur University, India, Gorakhpur

2006 - 2007

**Intermediate (12th) of MAHARANA PRATAP INTER COLLEGE,
India, Gorakhpur**

2004 - 2005

**Higher Secondary (10th) of HANSNATH SINGH INTER
COLLEGE, India, Deoria**

Courses

2023

Advance Excel

EDUCATION WORLD

2006

Computer Application in Business Management (CAB+)

HERAMB COMPUTER ACADEMY