


Mayank Gupta

BACK OFFICE MANAGER

micks979283@gmail.com 








+919821667041 

Ghaziabad 

SUMMARY

Highly motivated professional seeking to secure a long term, upper level position where I may maximize experience, knowledge and organizational skills that is conducive to learning and mutual growth.

SKILLS

Strong customer service skills		Excellent time management skills	
Ability to work independently and as part of a team		Excellent communication and interpersonal skills	
Experience with office management software		Proficient in Microsoft Office Suite and various office equipment	
Highly organized and efficient			

EXPERIENCE

Back Office Executive

PORTECK INDIA INFOSERVICES PRIVATE LIMITED *Jan 2019 - Feb 2020*

- Updates receivables by totaling unpaid invoices.
- Transferring a schedule from an outside source and rebuilding it in Excel
- Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.
- Entering and updating company, employee, and client records.
- Ordering, storing and distributing office supplies.
- Maintaining, repairing, or replacing office equipment.

Back Office Officer (Administrative assistance)

Pacific Access Healthcare PVT LTD *Feb 2020 - Sep 2021*

- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Create and maintaining PO invoices
- Check purchase order (PO) number before processing of invoices
- Initiate online data capture for ERP systems
- Keep a track of slow approvals
- Undertake manual data entry of invoice data
- Verify invoice approval
- Help the team with audits
- Communicate with vendors and clients throughout the payment process
- Handle payment queries and offer customer satisfaction

Senior Executive (Back Office Administration)

Schindler India PVT LTD *Nov 2021 - Present*

- Work closely with the Back Office Manager in order to carry out tasks.
- Distribute communications to related departments in a timely manner when needed.

- Ensure the office is organized at the end of each day.
- Ensure records are accurately updated and stored responsibly in accordance with company policy.
- Monitor inventory and supply.
- Maintain a professional rapport with suppliers, customers, and staff.
- Schedule meetings for staff and managers of associated departments.
- Work alongside other departments to ensure protocol is being followed in compliance with company policy.
- Assist the front office team and fill in when necessary.
- Perform market research.
- Perform administrative duties such as making reports, printing, photocopying and sending emails, and ordering office supplies.

EDUCATION

Matriculation

Children's Academy *Apr 2008 - May 2009*

Intermediate

Children's Academy *Apr 2010 - May 2011*

B.Com

Sabarmati University (Calorx Teachers' University) *May 2011 - Apr 2014*