



Anil Kumar Yadav

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PERSONAL SUMMARY

With 8.5 years of experience as an **Office Administrator/Manager, HR, Document Controller** I bring a proven track record in enhancing operational efficiency, managing finances, and coordinating teams. My roles at the Indian Institute of Mass Communication and Doordarshan News have honed my skills in data management, process optimization, and international project coordination. Proficient in data analysis, financial management, and project tools, I am dedicated to driving productivity and fostering a collaborative work environment. Enthusiastic about leveraging my expertise to contribute to your team's success and looking forward to the opportunity to make a meaningful impact.

AREAS OF EXPERTISE

- Administrative procedures
- Document Control
- HR management
- Customer service/ Guest relations
- Document management
- Report writing
- Writing correspondence
- Maintaining calendars
- Project management
- Relationship management
- Audits
- Guest relations
- Annual budgeting
- Budget preparation
- Employee management

WORK EXPERIENCE

DATA MANAGEMENT ASSISTANT Doordarshan News - New Delhi

June 2015 - December 2015

In my role as a Data Management Assistant, I was dedicated to enhancing data integrity and operational efficiency within the news department. I successfully optimized data management processes, achieving a 20% increase in data retrieval efficiency and improving decision-making speed by 15% through comprehensive reporting. By implementing automated data collection systems, I reduced manual entry errors by 30%. Additionally, I streamlined data flow across departments, boosting cross-functional collaboration, and analyzed audience metrics to increase viewer engagement by 10%. My support in developing a real-time dashboard significantly improved news dissemination efficiency.

ADMINISTRATIVE ASSISTANT Indian Institute of Mass Communication - Delhi

September 2016 - May 2024

At the Indian Institute of Mass Communication, I have effectively managed financial, HR, administrative, and budgeting matters, enhancing overall office efficiency. My role involved coordinating with various ministries and state organizations, handling logistics, financial, HR, administrative, and budgeting matters. I streamlined client correspondence, resolved auditing queries, and recruited top talent. I provided comprehensive logistical support, scheduled departmental sessions, and communicated with international participants to ensure smooth course operations. Additionally, I set and optimized internal policies, managed budgets, conducted employee reviews, and negotiated contracts. My efforts in event management and tour coordination have further supported institutional goals and fostered team collaboration.

PROFESSIONAL SKILLS

- Administering discipline into an office team.
- Resolving and managing queries to closure.
- Good at juggling tasks and prioritising.
- Capable of carrying individual and collective responsibility.
- Delivering results on time, within budget, and to the highest specification.
- Managing a diverse team of professionals.
- Able to adapt tone, language and style for different customers and situations.
- Creative problem solving skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Experience of examining documents, blueprints and drawings etc.
- Extensive knowledge of electronic data management systems, supplier document controls and electronic filing systems.
- Creating event timelines.
- Experience of planning, implementing and delivering small, medium and large scale events.
- Able to cope with high volumes of orders and invoices.
- Awareness of HR procedures.

PERSONAL SKILLS

- Learning from the mistakes of others.
- Taking on new challenges at short notice.
- Come to work ready for a new challenge every day.
- Able to take on any hands on role that requires a commanding personality.
- Always positive, regardless of the challenge ahead.
- Able to recognise own professional limitations.
- A real team player who works well with others.
- Willing to help out in areas that are not directly related to her specific job role.

EDUCATION

Delhi University, Delhi
Political Science and Modern History- Bachelor of Arts

June 2009 - August 2011

IGNOU, Delhi
Administration and Public Policy -Master of Public Administration [MPA]

July 2015 - September 2017

HOBBIES

Passionate about classical music, attending concerts, and exploring nature through walks and beach outings. Enjoy team sports and collaborative activities that foster positive interactions and shared goals.