



WILSON DUNG DUNG

ERP CORDINATOR/ADMINISTRATION

CARRIER OBJECTIVE:

Seeking a position that allows me to apply my strong analytical and problem-solving skills, along with my passion for continuous learning, to make a positive impact and contribute to the overall goals of the organization.

PERSONAL QUALITIES:

A result oriented Intelligent, Smart, Hard Worker & Quick uptake. Ability to work as a team as well as alone.

COMPUTER AWARENESS:

Good Knowledge of MS Office (MS Word, MS Excel and MS Power Point), Internet Accessing.

HOBBIES:

Listening to Music & Cricket

CONTACT:

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Flat No.- 1502, 15th Floor, Radicon Vedantam, Gaur City-2, Noida, Uttar Pradesh.

Date: _____

WORK EXPERIENCE:

➤ **Jupsoft Technology Pvt. Ltd.**

ERP Coordinator/Administration November 2021 – December 2023

Maintaining Files and records follow office workflow procedures to ensure maximum efficiency. Attending visitors, resolving queries, Maintain register, Handling mails, Documentation filling, Handling Inventory. Support to School Managements by ERP software- Online Fees, Admission Management, Website Updation, Stock Maintenance, Bio- Metric Attendance, Staff Payroll, Library Manager, Teacher's Performance, Report Card/Marks Manager, Accounts. Responsible for sending DLT SMSs to parents' end.

➤ **FRANCISCAN SOLUTIONS PVT. LTD.**

ERP Admin (Team Leader) September 2018 to October 2021.

Providing ERP support to Nirmala Convent School, Bulandshahr, UP.

Responsible for implementation & Running of all online ERP in School. Backend support to School Managements by ERP software- Online Fees, Admission Management, Website Updation, Stock Maintenance, Bio-Metric Attendance, Staff Payroll, Library Manager, Teacher's Performance, Report Card/Marks Manager, Accounts. Responsible for sending SMS to parents' end. Responsible for updating Notices, Assignments, Circulars, etc.

➤ IT Executive August 2017 to September 2018

Providing ERP support to St. Xavier's Sr. Secondary School, New Delhi-54.

Responsible for implementation & Running of all online ERP in School. Backend support to School Managements by ERP software- Online Fees, Admission Management, Website Updation, Stock Maintenance, Bio-Metric Attendance, Staff Payroll, Library Manager, Teacher's Performance, Report Card/Marks Manager, Accounts. Responsible for sending SMS to parents' end.

Worked as an Operation Department with Oyo Rooms in Gurgaon (2 Years).

Responsibility: - Hotels booking, maintaining record of the customer, provide good quality of rooms; check in check out, mode of payment, customer feedback about the hotels etc.

➤ **Worked as a Customer Care Associate with Star Touch India Pvt. Ltd. Noida. (2 Years).**

Working in Microsoft Process –

Backend support to the small firms by Microsoft software call UC stand for unified communication Software which give facilities of calling, messages, E-mailing, reminders, conferences call in a one software.

LANGUAGES:

English
Hindi

ACADEMIC QUALIFICATION:

- Professional Diploma in Office Administration Management from Udemy.
- B.A from Shobhit University, Meerut
- 12th From CBSE Board
- 10th From ICSE Board

ADDITIONAL QUALIFICATION:

- Tally ERP 0.9 with GST course from CQS (New Delhi).
- Printing Technology (Graphic Designing) from Don Bosco Technical Institute(New Delhi).

(Signature)