

VISHAL SUMAN

Operations & Administrative Assistant
Research • Documentation • Excel • Google Workspace
Siliguri, West Bengal, India (Open to Remote)
+91 7632933227 | vishalsuman.work@gmail.com
www.linkedin.com/in/vishal-suman | <https://github.com/vishal3156>

PROFESSIONAL SUMMARY -

Detail-oriented operations & administrative assistant with hands-on experience supporting daily business operations in a retail environment. Experienced in documentation, spreadsheet management, inventory tracking, internet research, and maintaining accurate business records. Strong written communication, quick to learn new software, and committed to delivering organized, accurate work in remote teams.

TECHNICAL & OPERATIONAL SKILLS -

- **Operations:** Administrative support, documentation, data entry, internet research, inventory tracking, report preparation, file management, and email management.
- **Software:** Microsoft Excel, Google Sheets, Google Docs, Microsoft Word, Canva, Git.
- **Technical:** HTML, CSS, basic JavaScript.

EXPERIENCE -

Operations & Administrative Assistant | Family Retail Business
[2020 - Present]

- Maintained daily inventory records using Excel and Google Sheets to support purchasing and stock tracking.
- Organized invoices, supplier information, and business documents into structured digital records.
- Verified inventory and transaction data for accuracy before updating business records.
- Conducted internet research on suppliers, pricing, and products to support purchasing decisions.
- Assisted with day-to-day business operations, documentation, and administrative tasks.

Selected Work Samples -

- **Inventory Tracking Dashboard | Excel**
Inventory tracking dashboard with stock monitoring and reporting.
- **Vendor Comparison Database | Google Sheets**
Supplier comparison database for pricing and procurement analysis.
- **Operations Documentation System | Google drive & Docs**
Structured document management system with standardized templates.
- **Weekly Business Report | Excel**
Weekly reporting dashboard for inventory and operational updates.
- **Business Research Report | Google Docs**
Research report comparing suppliers with business recommendations.

EDUCATION -

Bachelor of Arts (English) – Magadh University, 2020