

Curriculum-Vitae

Shyam Narayan Dubey

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CAREER OBJECTIVE

To work in a challenging and dynamic environment with dedicated and committed people around, adding value to my personality and simultaneously participate in the growth and success of the organization.

EDUCATIONAL PROFILE

- Higher School in the year 2004 from Moti Lal Memorial Inter College affiliated to U.P. Board.
- Inter in the year 2006 from OM.V. Inter College affiliated to U.P. Board.
- Graduate in the 2009 D.A.V College, affiliated to Kanpur university
- Post graduate 2012 Kanpur university (Economics).
- MBA in Operation management 2015 OPJS University Churu Rajasthan (India).

PROFESSIONAL PROFILE

- Over 8+ years of rich and insightful experience in implementing administrative policies and strategies in the areas of Administration & process management, Facility Management, Material Procurement, Purchase Planning, Vendor Management, Office Administration, client operations, Cash Management, Customer Relationship Management, MIS Reporting, Event Coordination and Team Management and more.

CURRENTLY WORKING

Currently working with **Piramal Foundations in Bahraich (U P)** as an **Asst. Admin Manager** from 1st July 2018 to till date.

- Handling General administration activity like – maintenance of office equipment, assets, transport, housekeeping, maintenance of office & record keeping of stationery items.
- Performing Material procurement.
- Handling & Managing Vendors.
- Bills handling and follow up with the finance for the payments.
- Supervising Help Desk & Reception, Fire & Safety, Security Management, Transport, Mail Desk and Housekeeping operations.
- Handling day to day enquiries, and complaints of employees
- SOP Implementation & Coordination.
- Maintaining & filing of records of the company.
- Travel and commutation arrangement for all VIP officials.
- Handling events & programmes of the company.
- Petty Cash and Monthly Expenses Sheet Maintain.
- All Purchasing Material (Office use as per demand)
- All Requirement Full fill after Approval Authority Person.
- Compliance software work and I help software (Like ERP)
- Fixed assets and Tagging all items.

PREVIOUS WORK EXPERIENCE

- Worked with **Timecity Real Estates India Limited** in Lucknow (U P) as a **Sr. Executive** from July 2010 to 31 August 2015 and got promoted as an **Admin** from 01 September 2015 to 30th June 2018.
 - Handling General administration activity like – maintenance of for office equipment, assets, transport, housekeeping, maintenance of office & record keeping of stationery items.
 - Performing Material procurement.
 - Bills handling and follow up with the finance for the payments.
 - Supervising Help Desk & Reception, Fire & Safety, Security Management, Transport, Mail Desk and Housekeeping operations.
 - Maintain all statutory compliances and report any non-compliance to next level
 - Handling face-to-face enquiries, and complaints from customers & members.
 - Reconciliation with accounts checking of Customer forms, ensure data in system & issue the bonds & certificates in time to customers.
 - Maintaining Business Reports on Daily & Monthly Basis.
 - Preparing Monthly income statement (Branch Wise, Franchise Wise).
 - SOP Implementation & Coordination with branches & franchises.
 - Maintaining & filing of records of the company.
 - Salary Sheet Preparation.
 - Handling events & programmers of the company.
 - Travel arrangement for all VIP officials.
 - All record maintains of Chairman Related to company Papers.
 - All Record Maintain all KYC of Board Director,
 - All Purchasing Material (Office use as per demand)
- Worked as Office Executive (Operations) in ATFS Multi Services since 2009 to June 2010

COMPUTER AWARENESS

- Internet-Email operations,
- MS-Office.
- Working knowledge of MS Access and RDBMS.
- Operating System installation and application software

SKILLS / STRENGTHS

- Excellent interpersonal relationship, Team skills and ability to interact at all levels
- Excellent communication skill.
- Sincerity towards works.
- Ability to manage time effectively and efficiently with attention to minute details.
- Positive attitude and value based outlook.
- Desire to learn and grow with organization.

PERSONAL PROFILE

Name	Shyam Narayan Dubey
Father's Name	Mr. Radhey Shyam Dubey
Date of Birth	07-08-1989
Sex	Male
Nationality	Indian
Languages known	English, Hindi

CO-CURRICULAR ACTIVITIES

- Reading books and Magazines.
- Listening to music.
- Outdoor activities and games.
- Photography
- Internet Surfing

DECLARATION

- I hereby declare that the above-mentioned information are true to the best of my knowledge.
- I will try my level best to put all my work and effort for the well-being of the enterprise. I am disciplined and well Behave and adaptable to any situations.
- References will be provided on demand.

REFERENCES

Sr. No	Name	Position	Current Organization	Contact No	Email ID
1	Saurabh	Admin & Facilities	Times Internet Limited	9044941292	saurabh.yadav@timesinternet.in
2	Upendra Kumar Tiwari	Sr. Finance Officer	M.P.P.C.L	8174935150	UKT786@gmail.com
3	Pradeep Kumar Singh	Program Manager	Piramal Foundation	9415906362	pradeep.singh@gandhifellowship.org

Place:

(Shyam N Dubey)