***Curriculum - vitae***

***Pankaj Dubey S/o Chandrabhan Dubey***

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***Mob.No.91/9415078262 & 91/8871031298***

***Post Applied For-***

***Officer (Administration & HR)***

***Permanent Address***

***Raghowapur, Post Rampur Karkhana***

***Distt.-Deoria, (U.P) Pin-274405, Home Coling: 91/9919590599***

***Objective:***

To work in a challenging atmosphere which provides ample opportunities to prove my ability in the field of Administration and professional development.

***Ambition.***

I wish to work with a growth oriented Company where I can put in my Intellectual and efforts for the betterment of the organization and that of self too. To contribute my skill Knowledge and to learn more in the aspect of Personal & Administration.

Academic Qualifications

10Th S.P G Inter collage (Sciences) Years -2005

12th S.P.G Inter collage (Bio –Sciences) Years -2007

B.A from Deen Dayal upadhyay Gorakhpur university (2007-2010)

# M.B.A - Master of Business Administration From ( [Punjab Technical University (Distance Education. Years ( 2010-2013 )](http://ptu.learnhub.com/)

Professional Qualification:

Computer Fundamental, MS-office, Word, Excel, Outlook-Internet, Advanced,

ERP Software, Safe software, IPMS software, full working.

**Working Experience**

Worked in Unity Infra Projects Ltd. In Jhajjar site (Haryana) HSRDC Projects as a Time Keeper from Jan. 2009. Sep.2010.

**Job Responsibilities.**

Day by day labour entry (site office main gate)

Responsible for monitoring all departmental time entry records. & staff Attendance.

Assist employees, supervisors and time approvers.

Day by day going site labour report taking & record entry & by e-mail (Project-In charge, RO/HO) Act as a liaison between the departmental staff and the Payroll office. Local Lionizing.

Data entry of labour report.

MIS Report, Monthly report, weekly supply labour report.

**Worked in Simplex Infrastructures Ltd. In NTPC-Super Thermal Power Project (2X500 MW ,Stage-IV )Vindhyachal.Dist Singruli (M.P )**

***Asst. Admin (Personal & Administration) from September .2010-September 2014.***

Staff attendance & Leave, overtime record.

All register maintaining & completing record.

Staff Quarter & Guest House Management, Vehicle Management, Staff duty Activities. Worker Colony Management, Mess Management, Office Management, Monthly Client Report, MIS Report, Office Record.

**Now working in JMC Projects (India) Ltd. In AIIMS (All India Instructed of Medical Science) Bhopal M.P. 4 Sep Sr. Asst. (Admin &HR) to 26 May-17.**

Job Responsibilities.

Staff attendance & Leave record etc. All type workmen register maintaining and verify by Labor.  
Return ( Half Yearly and Annual Return) WC Policy + GPA (Group Personal Accident) Monthly P.F Staff and Labor wale fare as, Land Agreement, Mess & Accommodation,  
Security Handling, Vehicle Movement, Ambulance, Canteen, Local Lionizing.,  
Transport Department  by R.T.O. N O C of Pollution Certificates, Lab our attendance Sheets & Remuneration bills., Sub contractor bill processing, Labor contractor bill verify and monitoring. Security Attendance & Guidance, Statutory Compliance, Office Management, Worker ESI-, PF, Monthly Client Report, Vendor Registration, MIS Report, Office Record Management also management related Personal & Administration.

**Now working in JMC Projects (India) Ltd. In Khargone Site MKWS (Madhya -Pradesh Water Supply Projects) Khargone M.P. (Admin &HR) to till date.**

**New Site Mobilization work .**

PERSONAL PROFILES: -

Father's Name: Shri. Chanderbhan Dubey

Date of Birth: 16 June 1991

Strengths. Good learning capacity, cool minded

Could Work hard and easily adjust with the changing environment.

Marital Status ------------ Marital

Languages Known----------Hindi & English. Bengali.

Expected Salary--------28000.0 ( CtC ) Negotiable.

Identification Proof : Pen-Card, Passport, Identity -Card, D.L.

**DECLARATION**

Respected Sir,

I assure you, if a chance is given to administration your company under your kind control and guidance. I shall not leave any work given by the company and complete my work with honest and hard working. I shall be highly obliged for your kind favor act.

**Date…………….......... (PANKAJ DUBEY)**