



Resume

RABINDRA KUMAR SINGH

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Carrier objective: - Would like to work with an Organization where I can prove my potential and capabilities, learn, groom and develop further.

Work Experience

Present Organization

| | |
|--------------|---------------------------------------|
| Company: | GLS Foils Project Pvt. Ltd. |
| Designation: | Sr. Executive - Administration |
| Duration: | From June' 2020 to till date. |

Job Responsibility

- ❖ To maintain uninterrupted flow of materials to support the development schedules.
- ❖ Checking of requisitions/purchase indents.
- ❖ Issue of Purchase Orders.
- ❖ Follow-up of for delivery in due time as per Purchase Order
- ❖ Verification and certification of suppliers' bills and forwarded to the accounts for payment
- ❖ Maintaining proper records of all purchase orders.
- ❖ Maintaining vendor performance records & data.
- ❖ Coordination with supplier for delivery of material, shortages, rejections etc. and do the necessary correspondence
- ❖ Publishing MIS of all financial products.
- ❖ Handling client complaints and calls etc.
- ❖ Coordination with Project Team regarding proper delivery of materials.
- ❖ Visit to sites for inspecting physical stocks of items
- ❖ Inventory Management and preparation of inventory MIS.
- ❖ Keeping records of Uniforms, Consumables and Machinery.
- ❖ Issuance of Uniforms and material to the relevant branches as per agreement terms.
- ❖ Taking updates from the branches time to time.
- ❖ Updating rate list of all the items time to time as per current market rates.

Previous Organizations

Company: **Ipssa Holding Pvt. Ltd.**
Designation: **Executive. – Administration**
Duration: **From 1st April' 2013 to 31st May 2020.**

Company : **G4S Pvt. Ltd**
Designation: **Patrolling Inspector**
Duration : **From April 2005 to 31 March 2013.**

PROFESSIONAL QUALIFICATION

- ❖ One Year Computer Course from CCIP Computer Center, Ghitorni New Delhi.
- ❖ Knowledge of MS Office & Internet.

ACADEMIC Qualification: -

- ❖ High School from Bihar Board in 1986 with 50% marks.
- ❖ Intermediate from Bihar Board in 1988 with 62% marks.
- ❖ Graduation (B.A.) From Magadh University, Bodh Gaya (Bihar) in 1991.

PERSONAL DETAILS: -

Name : **Rabindra Kumar Singh**
Father's Name : **Sh. Bhagwati Singh**
Date of Birth : **25.04.1971**
Permanent Address : **VPO. Ghitorni, Dist. South Delhi - 30**

DECLARATION

I hereby declare that the above given information is true to the best of my knowledge and belief.

Place :-
Date :-

Signature