

CURRICULUM VITAE

NAME : **Rajeev Kumar Singh**

FATHER' S NAME : **Mr.Bhishm Singh**

DATE OF BIRTH : **06th Aug-1978**

NATIONALITY : **INDIAN**

CONTACT NUMBER : **Mb. 09850555718**

E-Mail ID : **raj3719@yahoo.com**

CAREER OBJECTIVE

- ☐ To Work in a Professional Environment, where I get Opportunity to utilize/impart, my Learned and Acquired Professional Skills and Techno commercial Knowledge in Store, Logistics & Material Management.

CORE COMPETENCY

- ✍ Self-motivated and Proactive working habit, with quality of building cohesive working Group and maintaining Harmony in different working departments.
- ✍ Possess a very Resourceful acumen in getting the assigned work executed in cost-Effective manner

WORK EXPERIENCE

- ☐ More than-17-Years, in Simplex Infrastructures Ltd. /JMS Mining Pvt. Ltd. (a Simplex Infra. Group Co.-since April-2015), Currently Posted at JMS-Simplex JMS Central Workshop/Stock Yard at Nagpur as Dy.Manager (Commercial &Admin)

CURRENT JOB PROFILE:

- ✍ Responsible for preparation and audit of monthly Stock Statement
- ✍ Administration and monitoring of over unit function as per co. policy and standard
- ✍ monitoring and controlling of staff guest house and EHS related matter
- ✍ Checking & Processing of Suppliers Bill.
- ✍ Maintaining and management of day to day Book of Account.
- ✍ Overall controlling and management of all Store Activity.
- ✍ Controlling and Management of daily Store-Inward & Outward activity.
- ✍ Controlling & Coordination of Local Purchase of Consumables and Spares.
- ✍ Planning and arrangement of Lorry for all out Bound Logistics from our Unit.
- ✍ Preparation of Daily Report & Monthly MIS Report.
- ✍ Monitoring & Follow-ups for Raising Indent for required Material and follow-up with HO for Timely Delivery.

PROJECT IN WHICH ALL WORKED

- ☐ Currently posted as Commercial/Admin.incharge at Simplex JMS Central Workshop/Stockyard and Fabrication/Manufacturing unit at MIDC Butibori Indl.Area, Plot No.G-52- Nagpur. Since March-2005
- ☐ Worked at Delhi Gurgaon Access Controlled Expressway-Delhi.

EDUCATIONAL QUALIFICATION:

- ☐ P.G.D.BA. **Marketing** from G.S.B.A. Greater Noida-NCR, 2004 Batch
- ☐ B.BA. **Marketing** from D.A.V.V. University, Indore.
- ☐ H.S.S.C.E. from D.A.V. Public School, CBSE Board New Delhi

COMPUTER LITERACY:

- ☐ Have the working Knowledge of MS Office
- ☐ Have Know How of Working over Fico Module of SAP and Handling Team Of MM

CORRESPONDENCE ADDRESS:

Rajeev Kumar Singh
CIDCO-Colony, Plot No.B-69
MIDC, Butibori
Nagpur (M.S.) 441122

PLACE : Nagpur

DATE : 22.10.2021

(**RAJEEV KUMAR SINGH**)