

Manoj Kumar Dubey

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Career Objective

“To apply myself in a relationship with an organization, where the environment and nature job encourages both the utilization and development of not only my knowledge and skills, but also as an individual and to pursue a challenging carrier in the field of telecom.”

Profile Snapshot

- Telecom professional, with over 9 year's expertise in Network Operations, Managed services, project Management.
- Presently working with Telecom Network Solutions Pvt Ltd. Noida (India) as Assistant Manager.
- Strong business acumen in managing and streamlining diverse Telecom Operators /Project as well as delivering feasibility study of business cases.
- Adaptability of existing services to the customer need and providing top-quality deliverables.
- An effective communicator and negotiator with strong analytical, problem solving and organizational abilities.
- Good planning and organizational skills, Time management, Commercial negotiation and interpersonal skills.

CORE SKILLS

Operation Management, Accounting, Audit Management, Managed Services, Project Management, Process Enhancement, Vendor Management, Energy Management, Team Management, MIS, Advanced Excel, Supply Chain Management, Cost Saving, Data Analytics, Business Analysis, Research and Development work.

Organization Scan

Since Jun 2011-till date with Telecom Network Solutions Pvt Ltd. as Assistant Manager

Role:

- Managing and Handling the project team with Project Manager, supervisors and technicians.
- Responsible to make all type of automated processor as per corporate requirement by using MS office.
- Co-ordinate with customer, senior and junior staff to data analysis and problem solving with satisfaction.
- Monitoring daily, weekly and monthly dashboard report, take needful action to make continuity in process consider the priority of work.
- Updating inventory report with health status, change replaced equipment, servicing data maintain by using MS office and Software.
- Maintain all type database of Diesel filling to analyze Diesel costing and reduce fuel consumption.
- Maintain EB data, connection, disconnection and re-connection and inform to costumer and field Team.
- All type bill verification with the customer such as diesel filling, Services.
- Making action planned and executed with costumer and all staff.
- Coordinating with fuel providers and Transporters for scheduled diesel filling.
- Drive efficiency in bottom lines and focus on Energy and other cost reduce.
- Regular Training to field team to ensure that there is a constant increase in productivity.

- Financial Planning for different Projects with the management.
- Coordinating with SCM team for making all type Purchase Order.
- All type bill reconciliation with the costumer and Vendors.

From July 2010 to May 2011 at AEMPLE Group Pvt Ltd (WTTIL) as Executive

- Monitoring diesel consumption sheet with electricity unit and bill verification by AST such as diesel filling..
- Maintain all type data from OMCR department. Like IUTR, Outage report, TT, KPI etc.
- Monitoring the civil work of infrastructure and preparing data from the state department. Like Owner rent, sharing Rent payment through RTGS, Site agreement issue, Owner's problem.
- Bill verification such as DG spare parts, Diesel filling, DG hired, material used in electric line formation etc.

From July 2007 to Sep 2008 at Filler in Corporation as ONM support Engineer

- Responsible to make all type of automated processor as per corporate requirement by using excel sheet.
- Managed ONM functions for desired uptime, vendor management and the resource management.
- Expertise in implementing preventive maintenance schedules procedures, diagnosing breakdown problems and controlling maintenance costs
- Maintain Infra equipment compliant tracker by co-ordination with field staff AMC vendor for AC, DG, BG, PP, PIU, AMF related problem and provide job ticket SME vendor for maintenance

Qualification

- Electrical Engineering from Monad University Hapur Uttar Pradesh.
- Diploma in Electrical from UPTU.
- 10+2 Passed from UP Board of school VBM inter collage Aligarh.
- 10 Passed from UP Board of school RS inter collage Aligarh.

Professional Skill

- MS Excel (Vlookup, Hlookup, PivotTable report, Conditional Formatting, Data Filter).
- Window 2000/XP/2003/Vista/MS Dos and Office 2000/03/07 web designing, Downloading files updates for operating system.
- Troubleshooting of sharing, Printing, Internet explorer settings.
- Preparing sheet with excel programming in 2002-3 and 2007 Version.

Personal Profile

- Father's Name : RK Dubey
- Date of Birth : 15 May 1984
- Language : Hindi, English, Russian

I declare that in information given above me is true to the best of my knowledge

Date: 10 October 2019

Manoj Kumar Dubey