



# CURRICULUM VITAE

Amit Kumar Singh

**Name:** AMIT KUMAR SINGH

**Nationality:** Indian

**Current position:** Document Executive

**Date of Birth:** 02/02/1993

**Years of experience:** 04Year 06Month

## EDUCATION

- Graduated in Bachelor of Commerce, Dayalbagh Educational Institute Deemed University Agra July 2014.
- Intermediate in Commerce, Kendriya Vidyalaya O.E.F Hazratpur Firozabad 2011.
- High School in science, Kendriya Vidyalaya O.E.F Hazratpur Firozabad 2008.
- Course on Computer Concepts (CCC), DOEACC, NIELT, Agra.

## SOFTWARE

- Proficient in Computer Software program such as, MS-Word, MS-Excel, MS-Office, Outlook, Import/Export DATA, Google drive Expert, FILTERS(Basic, Conditional).
- V-look up, H-look-up
- Diploma in Computer Application.
- Solu Soft Inc. Software to upload Documents.

## KEY CAPABILITIES

- Maintaining general filing system and electronic updating of documents.
- Major role in receiving, distribution and submission of all project related documents.
- Issuing Drawings and Documents to pre-determined recipients and Reports to Client.
- Working in EDMS [Electronic Document Management System] through Internet, scanning publishing and uploading Documents to EDMS

## LANGUAGES

	READ	SPOKEN	WRITTEN
Hindi	5	5	5
English	5	4	5
Add other			
5-1 in decreasing order of proficiency 5-First language 4-Excellent 3-Advanced 2-Intermediate 1-Beginner			

## PROFESSIONAL EXPERIENCE

Company	<b>SAI-Consulting Engineers Pvt. Ltd. (SYSTRA Group)</b> <b>Railway &amp; Metro</b> <b>Document executive cum Document Controller</b>
Feb-2017-Till Now	<ul style="list-style-type: none"> <li>• Provide Word-Processing and Secretarial Support to Deputy Team Leader &amp; Team Leader / Project Director.</li> <li>• Maintaining general filing system and electronic updating of documents.</li> <li>• Major role in receiving, distribution and submission of all project related documents.</li> <li>• Issuing Drawings and Documents to pre-determined recipients and Reports to Client.</li> <li>• Assisting in supervising administrative staff and dividing responsibilities to ensure performance.</li> <li>• Provide IT support to PMC Staff in lessening with Contractors IT team for various day to day IT issues like installing of Software's, Maintenance of Internet services, backup works etc.</li> <li>• Assisting in Coordinating &amp; Managing daily office activities like meetings with DFCC, TATA-Aldesa (JV) and Alstom, Internal arrangements for office staffs.</li> <li>• Enter posting of purchase, sales, payment, receipt collection &amp; journal voucher, Verification of bills &amp; reconciliation related Vehicle, Courier, and Office Stationery etc.</li> <li>• Transportation management for daily site activities -site inspection of Engineers and other support</li> <li>• Maintain salary register, attendance register of Employees in MS-Excel. Compilation and verification of leave register, compensatory registers, joining records, exit and clearance records of the of the Employees.</li> </ul>

	<ul style="list-style-type: none"><li>• Maintaining organized system for locating documents, to secure confidential documents.</li><li>• Coordinating with the Clients, Head Quarter and the Contractor personnel for the accomplishment of Director Requirements.</li><li>• Scanning and hyper-linking of all incoming documents / drawings and stored in respective logs.</li></ul>
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Signature

A handwritten signature in black ink, appearing to read 'Amit K Singh', written over a horizontal line.

Place: - Agra

Date: - 19-08-2021