



AMIT KUMAR DUBEY

Career Enhancement in Corporate Communication/PR/Client servicing with a reputed organization in the corporate sector/ banking sector/ telecom sector

Professional Experiences:

- Working as “Stores & Purchase officer” in “National Institute of Pharamaceutics and Educational Research”, an autonomous body of Ministry of Chemical and Fertilizer, Govt. of India in Lucknow District,(Uttar Pradesh).

(April 16th , 2018 totill date)

Job Responsibilities –

- ❖ Handling Stores & Purchase Functions of Research Institute,
- ❖ Policy Formulation,
- ❖ Performance Management Systems,
- ❖ Maintenance of the Records of Goods Received.
- ❖ Preparation of Goods Received Note.
- ❖ Supervising Inspection of Goods Received by User Department.
- ❖ Being as a Team Leader supervise and evaluate the team performances
- ❖ Settlement of issues pertaining to Vendors and Organization,

- Working as “Sr. Officer (Stores & Purchase)” in “Lalitpur Power Generation Company Limited”, aUnit of Bajaj Energy Limited in Lalitpur District,(Uttar Pradesh).

(April 23 rd, 2012 to 31 March 2018)

Job Responsibilities –

- ❖ Handling Stores & Purchase Functions of Super Critical Power Project of 3960 MW,
- ❖ Policy Formulation,
- ❖ Performance Management Systems,
- ❖ Maintenance of the Records of Goods Received.
- ❖ Preparation of Goods Received Note.
- ❖ Supervising Inspection of Goods Received by User Department.
- ❖ Supervise and evaluate the team performances
- ❖ Settlement of issues pertaining to Vendors and Organization,
- ❖ Manage positive relationships with all internal and external customers/vendors and independently resolve escalated issues.
- ❖ To managing the Statistical Data’s (Monitor budgets, report variances and recommend corrective action. etc)
- ❖ Monitoring the Process of Goods Issued to the User Department.

- ❖ Monitoring the Records of Automatic Procurement Items received and issued.
- ❖ All the Records and Datas are maintained under S.A.P System.
- ❖ Maintaining the Details of Transit Insurance Declaration and Form 38 to Claim Excise benefit.

- Working as “Officer (Stores & Purchase)” in “Dalla Cement Factory”, a Unit of Jay Pee Group in Sonebhadra District, (Uttar Pradesh).

(June 2008 to April 20012)

Job Responsibilities –

- ❖ **Handling Stores & Purchase Functions,**
- ❖ **Performance Management Systems,**
- ❖ **Maintenance of the Records of Goods Received.**
- ❖ **Preparation of Goods Received Note.**
- ❖ **Supervising Inspection of Goods Received by User Department.**
- ❖ Settlement of issues pertaining to Vendors and Organization,
- ❖ Manage positive relationships with all internal and external customers/vendors and independently resolve escalated issues.
- ❖ To managing the Statistical Data’s (Monitor budgets, report variances and recommend corrective action. etc)
- ❖ Monitoring the Process of Goods Issued to the User Department.
- ❖ Monitoring the Records of Automatic Procurement Items received and issued.
- ❖ All the Records and Datas are maintained under E.R.P/S.A.P System.
- ❖ Maintaining the Details of Transit Insurance Declaration and Form 38 to Claim Excise benefit.
- ❖ Successfully Completed a Project of Cement Plant of Clinker Production of 4600 MT per day and Now handling A NEW PROJECT OF Clinker Production of 6000MT per day in District Sonebhadra.

- Working as “Manager “ (Marketing, Admin)” in “Radhey Water Zone Pvt. Ltd”, a resort famous by name of “Aamrapalli” situated at hardoi road in Malihabad, Lucknow.

(June 2005 to April 2008)

Job Responsibilities –

- ❖ **Sales and Marketing,**
- ❖ Policy Formulation,
- ❖ **Performance Management Systems,**
- ❖ **Employee Welfare,**
- ❖ Training & Development
- ❖ Supervise and evaluate the sales & marketing team performances
- ❖ Settlement of issues pertaining to Clients and Employees,
- ❖ Manage positive relationships with all internal and external customers/vendors and independently resolve escalated issues.
- ❖ Responsible for joining formalities and induction program of deputies (seminars, conference, team games, etc)
- ❖ **Organized Conferences, Seminars, Training & Developing employee services concerning health, work related facilities, welfare services.**
- ❖ To managing the Statistical Data’s (Monitor budgets, report variances and recommend corrective action. etc)