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Aligarh (U.P)-202001
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Rohit Kumar Verma

Objective:-

I am looking forward to work in a competitive and prosperous environment. I am versatile by nature with and have inclination to learn new things and have ability to grasp things with little orientation.
To ensure customer needs are met, complaints are resolved and service is quick and efficient.

Introduction: -

An experienced professional having **12.5 years** of experience in strategic planning of Administration. I am working as an **Administrative Officer** for providing administrative support to the teachers and other staff, managing the student lifecycle, working with academic boards and task groups, assisting with recruitment and alumni relations, handling marketing activities, drafting and interpreting regulations, maintaining high level of quality assurance, managing budgets, purchasing needed equipment and goods & facilitating various social activities.

Responsibilities :-

- Managing Admission Marketing, Transport Facilities, budgets, logistics and events or meetings and handle scheduling, record-keeping and reporting.
- Performing a perfect role in the marketing of the school admission and implementation of marketing strategies.
- Skilled in store functions in a unit and covering all aspects of ISO like statutory & regulatory requirements, storage etc.
- Central Store In charge with Delhi Public School Aligarh Location spearheading the gamut of responsibilities pertaining to Responsibility for inventory management and its documentation.
- Skilled in conducting system audits to identify problem areas and find solutions by considering alternatives.
- Proficient in communicating with customers, suppliers and inter-departments.
- Effective communicator with excellent planning, organizational and problem solving skills.
- Dealing with the additional responsibility of school mess.

Academic Qualification:-

- **M.Com** from Dr. Bhimrao Ambedkar University in year 2014.
- **B. Com** from Dr. Bhimrao Ambedkar University in year 2012.

Certificate/Training Programs:-

- **Diploma in computer hardware** from Aligarh Muslim University, Aligarh.
- **Diploma in computer Application** from S.N.Computer, Aligarh.
- **Course on Computer Concepts** from National Institute of Electronics and Information Technology.

Other Skill:-

- MS Office (Word, Excel & PowerPoint)
- Tally ERP 9
- ERP Software

Career History:-

ABG Gurukulam School, Sasni, Hathras

Administrative Officer (01 July 2022 to till now)

- Managing Admission Marketing, Transport Facilities, budgets, logistics and events or meetings and handle scheduling, record-keeping andreporting
- Performing perfect management for the Developing and educational programs
- Counseling students for their conflictions and have convenient conversation with their parents

- Performing a perfect role in the creation of the school curriculum
- Performing leading role to fulfill actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects)
- Taking ensurement that the organization runs smoothly and also manage facilities and staff.

Delhi Public School, Aligarh

"Central Store In charge" (21 Aug 2018 to 30 June 2022)

- Responsible for Inventory management covering entire range of allied activities namely, Logistics, Stores, Indirect Purchase, Spare & Service parts.
- Accountable for the regular and timely flow of material on construction site.
- Planning and execution of activities as per the requirement of projects and instruction received from the senior management.
- Control and development of all store related resources.
- To ensure report of progress of work to Unit Head & Head Office.
- Interaction with supplier for improvement and timely delivery of incoming materials.
- To ensure the systematic process of material movement – issue/receipts with appropriate accounting and documentation.
- Streamline the management of material rejection, write off / Scraps and carry out the store audit as per the standard Norm.
- Maintained and control of all the documents as per ISO system.

Mangalayatan University, Beswan, Aligarh, U.P.

"Store In charge" (July 18, 2016 to Aug 20, 2018)

- **Purchases :-**
  - Receive demand from different Departments / Staff / Faculty after proper channel, Process and Approvals.
  - Collect quotation from different vendors after discussion with the Registrar.
  - Prepare Compare sheet and final for goods after approval of the Registrar.
  - Prepare Purchase order and sent to vendor after signatures of the Register.
  - Follow up from vendors for dispatching of material as early as possible.
  - Received items from vendors and checking by Challan / Bill.
  - Entered in manual stock register and ERP software and generate GRN (Goods Received Note). (After receiving the bill)
  - Confirmation to the concerned department / staff / faculty for material.
  - Handing over all items to the concerned department / staff / faculty after followed by their signatures.
  - To Send the Invoice to concerned department / staff / faculty for verification / confirmation of item.
  - Received the bill and send to accounts department for payment, after checking and verification.

- **Stores :-**
  - Maintaining Stock on ERP, Manual Stock Register and Excel independently.
  - Issuance of the material to Staff/Faculty after receiving the requirement through proper channel, and prior approvals from the authority.
  - Monitoring of Issued & Receipts item
  - Physical verification of the stock on every week.
  - Maintenance of Fortnightly statement of stock & MIS accordingly.
  - Entire responsibility of fixed assets management, updating of fixed assets register, verification and reporting to authority accordingly.
  - Custodian of all Stores Key (Central Store, Construction and Electrical Store & House Keeping Store Etc.)
  - To Ensure proper maintenance of books of stock register and full proof filing and storage system.
  - Supervision of the Team working in different stores.
  - All others misc work handle (Hostels, Guest House, Auditorium, Shipra Hall etc..)

Delhi Public School, Aligarh

"Assistant Central Store In charge" (21 Aug 2012 to 18 July 2016)

- Responsible for Inventory management covering entire range of allied activities namely, Logistics, Stores, Indirect Purchase, Spare & Service parts.
- Accountable for the regular and timely flow of the material on construction site.
- Control and development of all store related resources.
- Ensure report of progress of work to Unit Head & Head Offices.
- Interaction with supplier for improvement and timely delivery of ordered materials.
- Ensure the systematic process of material movement – issue/receipts with appropriate accounting and documentation.

Achievement:-

- Prepared a report for the setup of new plant, setting up of the store departments and implementation all the function.
- Prepared all store related documents and played pivotal role in successful implementation of ISO-9001: 2000 standard.

Personal Details:-

Date of Birth	**:** 09th August 1989
Father's Name	**:** Mr. Pooran Chandra
Marital Status	**:** Married
Nationality/ State of Domicile	**:** Indian / Aligarh
Notice Period	: One month

Date:

Place: Aligarh **(Rohit Kumar Verma)**