SHOBHIT VERMA

ADMIN/MANAGEMENT ASSISTANT (PROCESS)

9453019295 gsshivanan07@gmail.com Shobhit Verma D.O.B 05.10.87 Lucknow
ISKCON Devotee



2021 - Present
Jagdishpur (UP)

Librarian (Process Mangement)
Indorama Ventures

- Documentation & Draft Correspondences with General Management Assistance as support services

2024

Master in Library Sciences
Integral University

2015

Master in Business Administration (Tourism & Hospitality)
Mahatma Gandhi University

2011

Bachelor in Science (Life Sciences)
Lucknow University

Enhancv

CURRICULUM - VITAE



SHOBHIT VERMA
ADDRESS: 17A-1, Maharajapuram Colony (Kesari Kheda Ward), Manak Nagar, Lucknow- 226011 (UP)
MOB: 09453019295
ALTERNATE: 09236136027
E-MAIL: GSSHIVANAN07@GMAIL.COM

Objective:

To Acquire A Challenging Position That Utilizes My Technologies With Growing Thoughts. I Can Take New Responsible Opportunities. This Would Help Me In Developing My Skills & Gradually Giving The Best Performance In The Growth Of The Organization.

Work Experience:

- **CURRENTLY WORKING WITH INDORAMA INDIA PVT. LTD. JAGDISHPUR (CHEMICAL FERTILIZER PLANT) AS ON TEAMLEASE PAYROLL WITH THE HOLDING POSITION OF MANAGEMENT EXECUTIVE (LIBRARY) SINCE FROM 01-AUGUST- 2021.**

Functioning Area:

- **TECHNICAL LIBRARY (PROCESS):**

- **Maintaining and Keeping all Records, Manuals & P & ID (Ammonia, Urea & Piping) to their suitable location as per given instructions.**
- **Paper Work & Other Misc. (ISO Internal Audit, Communication Meet, Retailer Meet, Monthly Meet Presentations/ First Aid) Task performed under supervision of officials.**
- **Supervised and verify all the Housekeeping, Water Cooler, Electricity & AC Maintenance work including Pest Control and Spray Check on daily basis.**

➢ **PRINT ROOM/ DRAWING OFFICE (PROJECT):**

- **To Manage Official Correspondences With All Types Of Paper Work, Filing And Documentation Etc. Including Data Entry & Other Misc. Works Of Drawing Office.**
- **Maintaining Ammonia Printing Drawings, Specification, Isometric & Datasheets in the Form of DHC Cabinet Storage, Soft Data (In Excel) And File Record's (In Almirah).**
- **Monitoring of XEROX MACHINE & Their Maintenance on Quarterly & Annual Basis. Submitting Counter Check Report of PHOTOCOPY PRINT with their Differences & Variation Report of PAGE COUNT and Monthly Manual & System Enabled Attendance Report. Regularly Line- Up with Senior Draft's man & Asst. Manager including Print Room Operator/ Attendant for any Technical Issue Clearance with Reference to Project & Process as per DGM Instruction's.**

➢ **HRM & ADMINISTRATION:**

- **To Manage Official Correspondences With All Types Of Paper Work, Filing And Documentation etc. Including Data Entry & Other Misc. Works.**
- **Performed With IT & ERP Based Software Including Sap For Such Multitasking Work As Imprest/ Contingent Settlement, ESS(Leave & Attendance) Execution, SES Generation, Create intent, Central Dak Entry, Store & House Keeping Merchandise Entries, Medical Reimbursement And Other Claims Etc.**
- **Were responsible for such multidisciplinary tasks as through administrative works as VIRTUAL/ ZOOM Meeting Line-Up, Making of tour itinerary as per given instruction, assemble all the protocols toward guest visit, Check DGM/ GM E-MAIL'S, arrange boarding passes& tour tickets for their scheduled visit's**

FROM (24- MARCH- 2016 TO 25- April- 2021) WORKED WITH CROP PROTECTION DEPARTMENT UNDER NICRA & PLANT PATHOLOGY RESEARCH PROJECTS FOR THE POSITION OF SKILLED ADMIN. ASST. (PROJECT & LABS) AT ICAR-CENTRAL INSTITUTE OF SUBTROPICAL HORTICULTURE, REHMANKHERA CENTRE, LUCKNOW.

Functioning Area:

➢ **RESEARCH:**

- **Holding and Served our duties as in General Management (Laboratory/ Nursery & Mango Orchards)**
- **Were Responsible for Field & Raw Data Collection, Tabulate them and feed into relevant portal as in Data Entry Type. Draft note, Graphical Representation of data etc.**
- **Soil Sample collection and their tagging, Meteorological data observations and mentioned manually as in agro met format.**
- **Relevant measure checks in Mushroom Cultivation (Spawn) and net-house, find out treatment effect and apply tools for plant seedling, sequencing, grafting and their grown-up etc.**
- **Assuring of Spraying, Pest Control etc. in orchards on annual & quarterly basis, Making Survey Reports and Tour Reimbursement.**
- **Attending Seminars (National/ International), Farmers Meet & Conferences Organized By Institute their self.**

- **LABORTARY:**

- **Involved in Laboratory Activities and Provide Assistance to Research & Scientific Team with the Help of Sequencing/ Arrangements of Lab Equipment's, Washing & Cleaning of Instruments (Voiles, Petri dishes etc.), Their Driving and Their Operations.**

- **Preparing media and culture sterilization, tagging of samplings and compounds, Preparation of distilled water, Autoclaving and BOD measures with keeping hygiene in Laminar with all Scientific Aid.**

- **Performed Other Misc. activities such as Media Pouring, Inoculation, Slide preparation, Microscope handling, PEST CONTROL, Making of such spraying solutions, Pheromones, Neem Cake etc.**

Qualification:

- **Master In Library Sciences (M.Lib) From Integral University In 2024.(First Division)**
- **Bachelor In Library Sciences (B.Lib) From UPRTOU Allahabad In 2020.(First Division)**
- **MBA from Mahatma Gandhi University, In 2015. (Specialization: Organizational Behavior & Tourism Hospitality- First Division)**
- **B.Sc. (Life Sciences) From Lucknow University, In 2011.(Second Division)**
- **Intermediate(Science Stream) From U.P. Board, In 2006.(First Division)**
- **High School(Art's Stream) From U.P. Board, In 2004(Second Division)**

Technical Skill:

- **Also Completed A Diploma In Secretarial Practices Including Employability Skills Training From Govt.ITI Charbagh Lucknow WithJuly, 2012.**

- **Diploma in Computer Application from JIIT in 2007 with 'A' Grade and Got CCC Certification from In March, 2014.**

Recognition:

- **Got Certification From NSS Special Camp As A Youth Volunteer In January, 2011 For Summer & Winter Both Sessions.**

- **Got Certification Of Merit From Science Association For Top Ranked In Quiz Competition Organized By Mumtaaz PG College Lucknow.**

Proficiency:

- **PowerPoint, MS Office & Access Suite, Worked at Smart & SAP/ ERP And Proficient In English (Typing/Writing & Communication Skills), Mailing/ Drafting And Others)**

Interests/Hobbies:

- **Being Devotee (Chanting/ Scriptures Reading)**
- **Travelling (Adventure/ Eco Camps & Spiritual Trips)**
- **Photography (Wildlife & Pilgrimage)**

Personal Details:

- **Name-** **Shobhit Verma**
- **Spouse-** **Priyanka Srivastava**
- **Sex-** **Male**
- **Date Of Birth-** **05-10-1987**
- **Father's Name-** **Mr. O. S. Verma**
- **Mother's Name-** **Mrs. Beena Verma**
- **Languages Known-** **English & Hindi**
- **Permanent Add-** **17A-1, Maharajapuram Colony (Kesari Kheda Ward), Manak Nagar, Lucknow- 226011(UP)**
- **Correspond. Add-** **GF-11 IIPL Township Jagdishpur Amethi- 227817(UP)**
- **Contact No-** **09453019295/ 09236136027**
- **E-Mail-** **gsshivanan07@gmail.com**

Declaration:

I Shobhit Verma S/O Mr.O.S.Verma, Hereby Declare That The Above Information Provided Is True In Every Aspect. I Further Declare That In Case Any Of The Above Information Is Found To Be False/Incorrect During The Service, My Candidature Is Liable To Be Forfeited.

Date:
Place: Lucknow **(Shobhit Verma)**