

SHOBHIT VERMA

Operations & Administration Manager | Document Control Specialist

Amethi, UP | 09453019295 | gsshivanan07@gmail.com | LinkedIn: shobhit-verma-6502b3a5

Professional Summary

Results-driven Management Executive with 9+ years overseeing document control systems, administrative operations, and process compliance in manufacturing & research sectors. Expert in ISO 9001:14001:45001 documentation, SOP implementation, and cross-functional coordination. Proven ability to streamline workflows, manage technical libraries, and ensure audit readiness for 100+ staff operations. M.Lib + MBA qualified with hands-on ERP/SAP experience.

Core Competencies

Management Operations	Administration	Document Control
Process Optimization	Vendor & Contract Mgmt	Records Lifecycle Mgmt
Budget Assistance	Virtual Meeting Line-up	DHC Cabinet Storage
Internal Audits - BCE/BBS	Tour Itinerary & Guest Escort	ISO Compliance Docs
Policy Updating	HRM - Attendance, Canteen	Version Control
5S & QMS Implementation	Facilities & Housekeeping	Technical Library Mgmt

Professional Experience

INDORAMA INDIA PVT. LTD. | Jagdishpur

Management Executive - Process Admin & Document Control | Aug 2021 - Present

Document Control & Technical Library

- • Governed 5000+ technical records including P&ID, manuals, and datasheets for Ammonia & Urea plants using DHC Cabinet + Excel + Storewell systems
- • Led ISO 9001:14001:45001 audit documentation, internal BCE & BBS audits, ensuring 100% compliance across Process Engineering dept
- • Standardized drawing office operations: Managed ammonia printing drawings, specifications, isometric sheets with SOP-based monitoring of XEROX/Plotter

Management Operations & Administration

- • Coordinated multidisciplinary admin tasks: VIRTUAL/ZOOM meetings, GM/DGM email management, VIP guest protocols, tour ticketing
- • Oversaw vendor creation, policy circulation, and budgeting assistance for Technical Library procurement & journal subscriptions
- • Supervised housekeeping & HSE compliance: Fire cylinders, pest control, pantry, water cooler checklists per schedule

ICAR - Central Institute of Subtropical Horticulture, Lucknow

Skilled Professional Asst. - Project Admin & Lab Management | Mar 2015 - Apr 2021

- • Managed field research operations for NICRA & Plant Pathology projects: data collection, tabulation, agro-met format reporting
- • Drafted survey reports & tour reimbursements, organized national/international seminars & farmer conferences
- • Supervised laboratory & nursery documentation: Media prep, sterilization logs, sample tagging, BOD measures

Technical Skills & Certifications

Systems: SAP, ERP, ESS, SMART Software, MS Office Suite, Access | Compliance: ISO-QMS, 5S, Red Cross First Aid 2024 | Documentation: Report Writing, Mail Correspondence, PPT Presentations

- • M.Lib - Library Management & Info. Sciences, Integral University, 2024 | First Division
- • MBA - General Management & Hospitality, MGU, 2015 | First Division
- • Diploma in Secretarial Practices + Employability Skills, Govt. ITI Lucknow, 2012
- • CCC Certification, NIELIT Gorakhpur, 2014

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)**