RESUME

VINEET GUPTA

H.No. 433/37, Near Ashoka Enclave
Sector-37, Faridabad (Haryana)
Contact No. : 91 8882555902 (Whatsapp)
Email : ving2305@gmail.com

CAREER OBJECTIVE

- To learn and grow with an organization that provides me an opportunity to show my skills.

ACADEMIC QUALIFICATION

- High School from U.P. Board, Allahabad in year 1982.
- Intermediate from U.P. Board, Allahabad in year 1986.
- B.Com. from CCS University, Meerut in year 1988.
- Post Diploma in Business Administration from IPM Meerut (BTE UP) in 1990.
- One Year Specialization (Post PGDM) Course in "Industrial Relations and Personnel Management" in 1991 from IPM Meerut (BTE UP).

EXPERIENCE

- Four Year Experience as Administrative Officer and Computer Section Incharge liable to the Additional Collector (Competent Authority) in Gas Authority of India Ltd (GAIL, Jaipur) under Contractual Services.

  Roles and Responsibilities :

  I was responsible for keeping data of 633 Km Gas Pipeline within Rajasthan (Overall 1100 Km) from Kandla-Jamnagar (Gujarat) to Loni (UP). Successfully processed the data of farmers upto Gazette Notification for Right of User for laying gas pipeline for transportation of oil and gas. Liaisoning, Distribution of Notices and payment to beneficiaries with Competent Authority.

- Six Year Experience as Dy Manager (HR & Admin) in Shree Cement Ltd. Beawar.

  Roles and Responsibilities :

  I was responsible to appoint and manage unskilled labour and administration of them in all means. Successfully managed the Mess, Stationery Inventory, Canteen, Temple, Campus Transportation & Building Maintenance etc.

- Unfortunately, In between in 2006, I severely got ill and my backbone was operated in Ganga Ram Hospital Delhi. After a period of one-two year, I recovered and had to manage fulfilment of life needs. So that, I started a shop of Computer Job Work where 10 employees worked under my supervision. Thesis, projects, magazines, photography, photocopies, printouts, identity cards, examination papers, online data entry and different type of form filling and many other computer job works were done during this period of 9 years.

- Five Year Experience as Account Section Officer in Maharaja Agrasen Himalayan Garhwal University, Pauri (UK).

  Roles and Responsibilities :

  Most recently, I served as an Administrative Officer besides Account Section Officer. The job responsibilities were – Bill and Sundry Expenses Payments (Producing

Vouchers & Cash Handling), Fees Collection (Online and Cash, delivery of receipt in both cases and maintaining data accurately and perfectly up-to-date), Mess Inventory and Purchase of Raw Material, Stationery Stock – inventory and purchase, Transport and its maintenance, Purchasing of Diesel and Petrol for Stock and Distribution to the drivers and generator operators under my supervision. There was a bakery in their Hotel Management Department in which cookies, biscuits, cakes, pastries, patties etc were produced for selling inside campus or nearby areas, I completely managed the sale, purchase of raw material and manufacturing of the different products. Sometimes handled the inquiries of the students and their parents. Also supervised the construction work too.

COMPUTER SKILLS

- Deep knowledge of Computers.
- Independent correspondence.
- Good communication skills over computer or cell phone.
- Typing Both English & Hindi (MS Word / Excel / Corel Draw / Photoshop etc.)

PERSONAL PROFILE

Name	–	Vineet Gupta
Date of Birth	–	23rd May 1968
Father's Name	–	Late Shri K. R. Gupta
Nationality	–	Indian
Marital Status	–	Married
Gender	–	Male
Languages proficiency	–	English & Hindi

DECLARATION :

I hereby declare that all the information furnished above is true to best of my knowledge & belief.

Date : 17.02.2023

Place : Faridabad **(Vineet Gupta)**