

Virendra Singh

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Career Summary

More than 20 years of experience spanning across multiple organization.

Objective

Seeking a bright opportunity in an organization and contribute to company in touching a new horizon in the industry.

Education

- MBA in Material Management from Shobhit University, Meerut.
- Certificate in Store Management from CIDC New Delhi.
- B.A. From Lucknow University. Lucknow.

Key Skills

- Have Certificate in Office Automation From C-DAC Gist, Pune.
- Have Certificate in Nutrition Counseling.
- Fluency over the use of Applications of windows and MS-Office & Internet.

Work Experience

Unitech Limited (Feb 2011 - Present)

Currently working with India's leading Real Estate Company **M/S Unitech Limited** at there of the magnificent Project "**UNITECH UNIHOMES** at **Noida**. The Project is Sprawling on an area 54 acres, comprising of 2464 no's of units. The Project is providing hut of cars. Basement (2 Levels) encapsulation of 230100 sqm areas. The Project is also accommodating club house & Swimming Pool Features making it Unique in the nearby vicinity. **The Total Project Expenditure on construction is 550 Cr.**

Position held: Executive (Stores/Admin)

Job Responsibilities: Dealing and in charge of Stare/Admin

- Daily Material Receiving.
- Issuing Book Keeping.
- Preparing Material Bill & Sending to HO.
- Maintaining Inventory of all record in site computer system.
- Material Statement (Material issued to contractor).
- Maintaining daily material receiving register.
- Maintaining soft copy in computer system of daily material receiving.
- Maintaining Ledgers of steel, cement & other material.
- Indent for steel, cement and tiles, marbles etc.
- Keeping all record of indent for steel, cement & other material.
- Keeping all record of Purchase order for steel, cement & other material.
- Maintaining every month material statement of material issued to contractor.
- Maintaining RA Bill, Purchase Bill dispatch registers & dispatch to Head Office.
- Maintaining soft copy in computer system of RA Bill & Purchase Bill.
- Keeping all record of IOM, Extension of Time & Work Order.
- Operating & Maintaining all record of **Biometric Attendance System**.
- Dealing all Material suppliers' representative.
- Corresponding with all contractors.
- Direct Reporting to Project Head & Project in Charge.

M/S Raheja Developers Ltd. (Feb 2009 - Jan 2011)

Worked with India's leading Real Estate Company **M/S Raheja Developers Ltd.** at their one of the magnificent Project "**Raheja Vedanta**" at **Gurgaon**. The project is Sprawling on an area 11 acres, Comprising of 300 no's of units along with the Special Penthouse at the top of towers. The Project is also accommodating club house & swimming Pool Features making it unique in the nearby vicinity. **The Total Project Expenditure on construction is 270 Cr.**

Position held: Executive (Stores/Admin)

Job Responsibilities: Dealing and in charge of the following heads.

- A/C Ledgers maintaining.
- Imprest.
- Daily Material receiving.
- Issuing Book Keeping.
- Preparing Material Bill & sending to HO.
- Maintaining all record in RDL inventory (**ERP**) System.
- Material Statement (Material issued to contractor).
- Maintaining daily material receiving register (RV/IV Register).
- Maintaining Ledgers of Steel, Cement & Other material.
- Indent for Steel, Cement & Tiles, Marbles etc.
- Keeping all record of indent for steel, cement & other material.
- Keeping all record of purchase order for steel. Cement & other material.
- Maintaining every month material statement of material issued to contractor.
- Procurement of Material.
- Dealing all the Material supplier's representative.
- Corresponding with all sub-contractors.
- Direct Reporting to Project Head & Project in charge.

Unitech Ltd. (Sep 2006 - Dec 2008)

Worked with India's leading Real State Company M/S Unitech Limited at their one of the magnificent project "**Unitech Habitat**" at **Greater Noida**. The Project is Sprawling on an area 23 acres Comprising of 902 no's of units along with the Special Penthouse at the top of towers, The Project is providing hut to 1500 no's of cars. Basement encapsulation of 72,000 sqm areas. The project also accommodating club house & swimming pool Features making & Unique in the nearby vicinity. **The Total Project Expenditure on construction in 350 Cr.**

Position held: Jr. Store Officer

Job Responsibilities: Dealing and in charge of the following heads.

- A/C Ledgers maintaining.
- Daily Material receiving.
- Issuing book keeping.
- Dealing all the Material supplier's representative.
- Procurement of materials.
- Indent for steel, cement and tiles, marble etc...
- Purchase Order.
- Imprest.
- Corresponding with all the sub-contractors.
- Corresponding with the GM Office and Head Office.

Care Instruments Engineering (Sep 2002 - Aug 2006).

Worked with the above company which is famous for Electronics Goods and having its Head Office at Lucknow (U.P.).

Position held: Sales Executive

Job Responsibilities: To enhance the sales of company's product and maximize the profit to flourish the market with the Product and make the product publicly known.

M/S Info World Computer Consultancy (Oct 1998 - Dec 2001).

Worked in above mentioned publicly well-known Computer Institute Lacknow.

Position held: Jr.Officer

Jeb Responsibilities: Administration and Documentation Work.

M/S Trikone Corporation (Dec 1995 - Aug 1998)

Worked in this Finance Company located in Uttar Pradesh. This company is functioning in the field of Finance, Hotel and Medical Business.

Position held: Office Assistant

Job Responsibilities: Cash handing and Bank Reconciliation

Expected Salary: Negotiable at the time of Interview

PERSONAL INFORMATION:-

Father's Name : Late Mr.Bishambhar Nath

Date of Birth : 17.05.1974

Marital Status : Married

Language Known : English, Hindi

(Virendra Singh)