

Anjani Kumar Gupta

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Personal Profile

Father Name: - Yogendra Prasad Gupta
Date of Birth: - 02nd July 1992
Sex: - Male
Nationality: - Indian
Marital Status: - Married
Address for Communication:-
Vill.- Rajapur Kalayan PS/PO - Kasimabad
Dist. - Ghazipur, Pin Code - 233230

Career Objective

Work to the best of my potential and contribute maximum to organizational goals with continued development of personal and professional skills.

Personal Skills

- **Hardworking and ambitious**
- **Adaptive, energetic and a fast learner**
- **A well-behaved and punctual person with professional appearance and attitude**
- **Able to handle every workload and meet the deadline.**

Educational Profile

Course : **10th Standard**
Per. of Marks : **50.6%**
Board : **Allahabad**
Year of Passing: **2008**

Course : **12th Standard**
Per. of Marks : **60.6%**
Board : **Allahabad**
Year of Passing: **2010**

Course : **Graduation (B.A.)**
Per. of Marks : **50.27%**
Year of Passing: **2021**
University : **Indira Gandhi National Open University (IGNOU)**

Other Qualifications

Course : **Advance Diploma in Computer Application**
Institution : **Krishna Computer Institute**
Year of Passing : **2014**
(Software application), MS-Office, Excel, Power Point & Advance Application, etc.

Course : **Certificate in Electrician**
Institution : **Dayalbagh Educational institute**
Year of Passing : **2011**

Work Experience

Name of the Company:

Everest industry Ltd

- **Designation:** Assistant (Admin & Sec)
- **Duration:** 14 Dec 2014 to 28 May 2016

Job Description: - To develop, implement and maintain Transportation, Housekeeping, Canteen, and Event Management systems and ensure efficient and safe execution of the activities considering the ESG aspects. Responsible for overall upkeep and maintenance of the Canteen Management. Knowledge about Procurement & Vendor Management. Knowledge about the inventory management to implement and develop best practices related to Housekeeping and waste management systems. Responsible for organizing Events / functions and VIP Meetings. To handle that periodical audit of the admin departmental activities.

Name Of Company:-

Petronet LNG Limited

- **Designation:** Assistant (Admin & Sec)
- **Duration:** 14 June 2016 to 26 Aug 2024

Job Description: - Handling Transportation, Canteen & Guest house, vender Document (bill & compliance), Good Knowledge CLMS and Handling Time Office Daily 1000 Contract worker and maintained attendance, filing systems, maintained office supply inventory, handle requests for information, Process incoming/Outgoing mail, Maintain and update database, Handle delivery queries, Create and maintain customer data bases. Maintained filing systems, maintained office supply inventory, handle requests for information, Process incoming/Outgoing mail, Maintain and update database, Handle delivery queries, Create and maintain customer data bases. Attendance, Minimum Wages & Bonus for Staff & Labours Worker, Knowledge of Statutory Compliance PF, LWF & PT Tax, maintain compliance and applicable HR Policy, prepare wage, salary, and compliance regarding other register, and attend monthly meetings to Clint.

Name Of Company:-

Silvin Additives Pvt. Ltd.

- **Designation:** Sr. Executive (HR & Admin)
- **Duration:** 01 Sep 2024 to Till Date

Job Description: - Guest house, Housekeeping, Handling Security Team & CCTV vender Document (bill & compliance), Good Knowledge CLMS and Handling Time Office Daily 400 Contract worker and maintained attendance, filing systems, maintained office supply inventory, handle requests for information, Process incoming/Outgoing mail, Maintain and update database, Handle delivery queries, Create. Maintained filing systems, maintained office supply inventory, handle requests for information, Create and maintain customer data bases. Attendance, Minimum Wages & Bonus for Staff & Labours Worker, Knowledge of Statutory Compliance PF, LWF & PT Tax, maintain compliance and applicable HR Policy, prepare wage, salary, and compliance regarding other register, and attend monthly meetings to Clint.

Skill

Administration Work

Practical knowledge of SAP
Personal Assistant
Knowledge of 5S & ISO Standards audits
Hands on approach and good in Microsoft Office especially Excel, Power point and word
Housekeeping
Courier

Transports
Stationary & Printing
Employees Access Card
Clerical Work

VIP Visit
Document Management

Strength

- Quick learner, good initiator.
- Good coordinator, good decision-maker.

Languages Known

. Hindi, English, Bengali, Bhojpuri.

Hobby

. Reading Book, Newspaper, Internet Surfing

Declaration:

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.

Place:

Date:

(Anjani Kumar Gupta)