

RESUME

ATMA NAND DUBEY

Permanent Address:-
Vill+Post – BALIHAR
Dist-Ballia (U.P.), 277205
Mob. No. - +91-6388126027

Present Address:-
786/2A, Main Road,
Mandawali, 1st Lane,
Near Janta Cycle, New Delhi



Personal Details:-

Name : ATMA NAND DUBEY
Father's Name : Chaturanand Dubey
Date of Birth : 25/12/1998
Nationality : Indian
Religion : Hindu
Sex : Male
Language Known : English & Hindi
Marital Status : Unmarried

Objective:

To apply my skills and knowledge and abilities in the industry and my Aim is to make maximum in learning more from the industry.

Educational Qualification

SR. NO.	EXAMINATION	BOARD	YEAR	%
1.	HIGH SCHOOL	UP BOARD	2012	78.66%
2.	INTERMEDIATE	UP BOARD	2014	75.00%
3.	BACHELOR OF ARTS	MGKVU	2017	51.38%

Academic Qualification

Pursuing Diploma in Store management

Work Experience:

ANSAL HOUSING LIMITED

Executive (Since Jul-2022)

Ansal Housing Ltd., one of India's premier real estate companies. For over 40 years, Ansal has worked relentlessly to develop world-class residential townships, commercial complexes, hotels & movie halls, delivering the best to our customers, stakeholders & investors while giving a new dimension to the Indian infrastructure development.

Nature of work-

- Prepare comparative statement of quantity (CSQ).
- Prepare purchase orders, Authorize material receipt of vendors.
- Prepare the outstanding statement of vendors.

Proceed the Bills of Contractor & MRN and submit to Accounts Department.
Participate to follow-up with vendor & contractor as per Accounts Department Instructions.

SANSKAR CONSTRUCTION & DEVELOPERS

Assistant Customer Relationship Executive (Jan-2021 to Jun-2021)

Sanskar Construction works as developer and contractor, for construction & services of construction for Residential apartment & Commercial building, College buildings in Lucknow, Uttar Pradesh.

Nature of work-

- Maintained customer data on software.
- Prepared and maintaining customer files.
- Visited to project with customers for sight-seeing.
- Follow up customers & visitors.

DECLARATION

I hereby declare that above mention information is correct up to my knowledge and I bear the responsibility for correctness of above mentioned particulars.

Date:

Place: Delhi

Atma Nand Dubey