

RESUME

SHRAVAN KUMAR DUBEY

Mob: 7525048092



OBJECTIVE

To attain a position, where, I can efficiently use my knowledge to lead Administrative/ HR departments to assist/advice in achieving organizational motives through richly acquired skills and refined experience of more than a decade of service rendered in India's one of the elite arm of defence organization i.e. INDIAN AIR FORCE.

PERSONAL PROFILE

<i>DATE OF BIRTH</i>	-	18 May 1972
<i>GENDER</i>	-	Male
<i>MARITAL STATUS</i>	-	Married
<i>NATIONALITY</i>	-	Indian
<i>LANGUAGE PROFICIENCY</i>	-	English, Hindi
<i>HOBBIES</i>	-	Reading Books.

CURRENT ADDRESS

07/187, Sector-03
Avas Vikas Colony
Jhansi, Allahabad
U.P-211019

PROFESSIONAL QUALIFICATION

M.P.M.:

Year : 1999
University : Pune University, India
Subject : Personnel Management
Project Area : Welfare Facilities to Employees.
Project Title : Welfare Facilities Available To Employees of SUN ENGICHEM LTD.
Division : First with Distinction (70%)

DLL&LW.:

Year : 1998
University : Bharati Vidyapeeth Deemed University Pune, India
Subject : Labour Laws and Labour Welfare
Division : First (60%)

C.C.C.O.:

Year : 2001
Institution : M.C.E.D. Pune, India
Subjects : Computer Operation and Fundamentals
Division : A Grade

EDUCATIONAL QUALIFICATION

B.A.:

Year : 1996
University : Osmania University Hyderabad, India
Subject : Pol. Sc., Pub. Adm. and Sociology.
Division : Second (55%)

INTERMEDIATE.

Year : 1989
Board : U.P.
Subject : Arts
Division : Second (52%)

HIGH SCHOOL

Year : 1987
Board : CBSE
Subject : Science
Division : Third (44%)

CURRENT POSITION

Office Superintendent, in UP Rajarshi Tandon Open University, Allahabad from 28 April 2009 to till date and posted in Examination Department for office management and other administrative activities.

WORK EXPERIENCE

Experience of 18 Years in IAF, the profile is given below:-

- Administrative / General / Official Correspondence.
- Detailing / Distributing of Manpower for various duties / department.
- Training Subordinates.
- Providing and initiating measures for welfare of personals.

DECLARATION

I hereby declare that all the above statements are correct and true to the best of my knowledge and belief.



SHRAVAN KUMAR DUBEY