



## Hanumant Singh

**DOB** : 01<sup>th</sup> Jan 1992  
**Permanent Address** : Village Gorchhahanpurva Vishunpur Dist. Gonda, Pin - 271504 (U.P.)  
**Temporary Address** : Village & Post Dahej taluka Vagra, Dist-bharuch Pin – 392130 (Gujarat )  
**Mobile No** : 9662977767  
**Email ID** : [hemantsingh.lng@gmail.com](mailto:hemantsingh.lng@gmail.com)

### OBJECTIVE

To make the best use of my skills and ability to explore new things about computer and administration which help in growth of the company as well as mine.

### QUALIFICATION

DEGREE	COLLEGE/SCHOOL	PASSING YEAR
Post Graduate Diploma in Computer Application (PGDCA)	Dr. CV Raman University Chhattisgarh	2012
Bachelor of Arts (BA)	Dr. Ram Manohar Lohia Avadh University (U.P)	2011
Intermediate (12 <sup>th</sup> )	Raja Ram Kisan Inter College Pratapgarh (U.P)	2008
High School (10 <sup>th</sup> )	Raja Ram Kisan Inter College Pratapgarh (U.P)	2006

### PROFESSIONAL EXPERIENCE

- 3 Years of work experience in Sodexo Food Solution India Pvt. Ltd. contract in Reliance Industries Limited Dahej, Gujarat as a F&B Supervisor from Jan 2013 to Dec 2015.
- 4.9 years of work experience in Paipilone Hospitality Pvt. Ltd. contract in Petronet LNG Ltd Dahej, Gujarat as a Unit Manager from Jan 2016 to Sept 2020.
- 4 years of work experience in PSAS Contract in Petronet LNG Ltd Dahej, Gujarat as a Console Supervisor from Sep 2020 to Sept 2024.
- Currently working in ESPS Contract in Petronet LNG Ltd Dahej, Gujarat as a Console Supervisor from Sept 2024 till now.

## **SKILLS**

- Admin Assistant & OHC Administrative.
- Employees medical examination data maintain & awareness programs specialist doctor visit.
- BMI Session, Meditation Session, Eye Checkup Camp, Food & Nutrition Session, Dental Checkup Camp, Gastro-enterologist Session, Heart Attack Session, Preparation of detailed Dietary Guideline, Labour Day was Celebrated on 01 May every years with General Medical check up for Contractual Personnel, Frist Aid & CPR Training all employees.
- Medicine Management System.
- Online medicine system inventory with on ground data maintain, Emergency medicine stock maintain & Minimum stock as per SOP maintain.
- Transportation management, wate management HK Management, Management Academy VIP visi, Guest House & Canteen management. Wages preparation & Bill checking.
- Training program and presentation slide making.
- Internal Auditing of document and important files.
- Office Supplies & Customer Service
- Different kind of operation in computer application
- Working as Supervisor Console CCTV monitoring and operating in Milestone Software , Briefing the Security Personnel Safety & Security Plant Area Motorola set communication, Document Filling & Document Control (Material Inward / Outward SAP), All Contractors Making Gate Pass Facial Recognition System & Petronet LNG. Permanent Employee Photo Pass In Corel Draw, Scan X-ray Machine Admin Work relating to Bill Making & Checked bill Service Entry in SAP Approval Making PR Chack (SAP).
- Office Administration Calendar and Meeting Coordination Travel and expense Management Data Entry and recordkeeping Customer Service and Client Relation Document Preparation and Filing Communication and interpersonal Skills Time Management and prioritization Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) Google Workspace (Docs, Sheets, Calendar, Drive).

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## **PERSONAL DETAILS –**

Father's : Shivom Singh  
Mother's : Seema Singh  
Gender : Male  
Language : Hindi /English  
Marital Status : Married

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