

Abhay Kumar Rajbhar



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Address:- Village-Gahani, Post-Haldharpur District-Mau Pin Code-221705 (Uttar Pradesh)

SUMMARY/OBJECTIVE

- ❖ Multi-skilled Technician with ~3 years of experience across automotive manufacturing and rail infrastructure projects. Ex-Operative Trainee at Ashok Leyland (Engine Shop) with CNC/HMC and VMS exposure; currently with Dynamic Prestress on RRTS (Delhi–Meerut) and MAHSR C4, handling post-tensioning documentation and site support.
- ❖ Strong in store management, DPR, material reconciliation, billing, threading/grouting logs, profiling checklist creation and printing, and Daily Program planning; also assist in on-site grouting.
- ❖ Tech-savvy: build AppSheet forms and Excel trackers (advanced formulas, validation), and resolve MS Office/printing/network/software issues for site computers/laptops.
- ❖ Known for accurate documentation, QA/QC compliance, 5S/safety, and smooth coordination with Site, QC, Accounts, and Client teams. Backed by B.A. plus PGDCA and CCC credentials.

EDUCATION

1.High School

- ❖ **School Name:** Rupa H S S Bhimpura No.1 Ballia
- ❖ **Passing Year:** 2014
- ❖ **Board:** Up Board
- ❖ **Result:** 87.16%

2.Intermediate

- ❖ **School Name:** R C A I Hasanpur Jalauli No.2 Ballia
- ❖ **Passing Year:** 2016
- ❖ **Board:** Up Board
- ❖ **Result:** 87.8%

3.Degree (B.A.)

- ❖ **Collage Name:** Rambhajan Degree College Chakhusain Thalaipur, Mau
- ❖ **Passing Year:** 2021
- ❖ **University:** VBSPU Jaunpur
- ❖ **Result:** 55.33%

4.Other (Computer)

(i). Post Graduate Diploma In Computer Application (PGDCA)

- ❖ **Passing Year:** 2017
- ❖ **Institute Name:** Roshni Computer Training Institute
- ❖ **Result:** 82%

(ii). Course On Computer Concepts (CCC)

EXPERIENCE

1.Ashok Leyland Limited. | Pantnager, Rudrapur (Uttarakhand) | From: -29TH Jan 2022 -25TH Nov 2022

Designation: - Operative Trainee

Areas: Engine Shop – Assembly Line

Key Responsibilities:

- ❖ Operated CNC/HMC machines as per SOP: loaded/unloaded parts and clamped fixtures correctly.
- ❖ Set basic tool offsets and checked program as per job card.

- ❖ Measured parts using vernier, micrometer, bore gauge, and plug gauges; filled check sheets.
- ❖ Did first piece inspection with Quality and took approval before starting mass production.
- ❖ Updated job status, WIP, and traceability in VMS; scanned barcodes/labels.
- ❖ Monitored tool life, coolant level, chip removal, and basic machine housekeeping.
- ❖ Followed FIFO for part movement and kept 5S and safety rules (PPE, line clearance).
- ❖ Reported breakdowns to maintenance and helped in quick changeover to meet shift target

2. Dynamic Prestress Projects & Services Pvt. Ltd. | From: -1TH DEC 2022 – Till Now

Designation: Technician

Work Scope: Post Tensioning

(i). Project: Delhi-Meerut RRTS P3L1, P3L2 & PKG-07

Client: National Capital Region Transport Corporation (NCRTC).

Contractor: L&T Constructions Heavy Civil Infrastructure

Key Responsibilities:

Store:

- ❖ Received and issued materials with proper documents (GRN/issue slip, DC).
- ❖ Maintained stock register/Excel, binning and labeling, and followed FIFO.
- ❖ Performed monthly physical stock check and prepared variance reports.
- ❖ Coordinated with site, procurement, vendors, and accounts for timely material availability.

DPR (Daily Progress Report):

- ❖ Prepared and submitted daily progress reports with work done, quantities, manpower, and machinery.
- ❖ Collected site photos and measurements; shared reports with Site Engineer/PM on time.
- ❖ Maintained daily logs and MIS for management.

Reconciliation:

- ❖ Matched material receipt vs issue vs consumption and prepared monthly reconciliation.
- ❖ Tracked balance stock/return/scrap and updated site records.
- ❖ Checked consumption against BOQ/drawings and supported audit requirements.

Billing:

- ❖ Prepared measurement sheets and RA bills (client/subcontractor) with supporting documents.
- ❖ Attached DPR, JMR/MB, delivery challans, test reports, and approvals as required.
- ❖ Coordinated with QS/Accounts for bill submission, certification, and follow-ups.
- ❖ Processed vendor invoices against PO/GRN and maintained billing tracker.

(ii). Project: Mumbai–Ahmedabad High Speed Rail Corridor (MAHSR), PACKAGE C4-SECTION 5

Client: National High Speed Rail Corporation Limited (NHSRCL)

Contractor: L&T Constructions Heavy Civil Infrastructure

Key Responsibilities:

Threading Reports (Prestress/duct work)

- ❖ Prepared strand/threading reports: tendon/duct ID, segment/beam details, number of strands, coil/batch numbers, length threaded, start-end time.
- ❖ Got QC/Client signatures and maintained a daily MIS of threading progress vs plan.
- ❖ Filed all supporting documents neatly for audit and billing support.

DPR and Daily Program

- ❖ Collected daily measurements, manpower and machinery hours.
- ❖ Prepared DPR and shared with PM/engineer on time; highlighted hindrances and next-day plan.
- ❖ Made Daily Program (activities, quantities, manpower/tools) and coordinated with site teams to ensure work-front readiness.

IT/Software Support (on-site computers/laptops)

- ❖ Resolved common software issues: MS Excel/Word formatting, print/scan settings, network printer setup, email/ERP login, antivirus scans, basic backups.
- ❖ Installed/updated required software and coordinated with central IT/vendor for issues beyond site scope.
- ❖ Created Advance Excel trackers (stock, DPR, billing) with data validation and advance formulas.

AppSheet Creation (process digitization)

- ❖ Built AppSheet forms for DPR/Threading/Grouting logs: dropdowns, mandatory fields, photo attachments and auto date/time.

- ❖ Linked with Google Sheets/Excel for live dashboards and easy reporting.
- ❖ Trained team to use the app and improved data accuracy and report turnaround time.

Grouting Support (as required)

- ❖ Assisted in grouting preparation and execution: mix verification, w/c ratio, pressure monitoring, vent opening/closing, and top-up.
- ❖ Maintained grouting log sheets: batch numbers, start-end time, temperature/pressure, and QC sign-offs.
- ❖ Followed PPE and safety SOPs during pumping and cleanup.

Coordination and Documentation

- ❖ Kept all reports (Threading, DPR, Grouting) organized for client/billing and internal audits.
- ❖ Coordinated with Site, QS/Accounts, and QC for measurements, approvals, and record updates.

SKILLS

1.MS Office:

- ❖ **Word:** clean formatting, tables, headers/footers, page setup, mail merge.
- ❖ **Excel (Advanced):** Pivot Tables/Charts, VLOOKUP/XLOOKUP, IF/SUMIF/COUNTIF, Conditional Formatting, Data Validation (drop-downs), Text to Columns, Filters/Sort, basic Power Query, dashboards.
- ❖ **PowerPoint:** professional slides, themes, charts/SmartArt, animations, presenter view.

2.Power BI:

- ❖ Import Excel/CSV, clean data, create interactive dashboards (bar/line/pie, cards, slicers).
- ❖ Build basic DAX measures (SUM, COUNT, IF) and share reports.

3.Python (Basic):

- ❖ Write simple scripts (variables, lists, loops, if-else).
- ❖ Read/write CSV/Excel files and do basic data cleaning.
- ❖ Simple charts using Matplotlib (if needed) and small task automation.

4.Graphic Design:

- ❖ **CorelDRAW:** vector shapes, logo/poster layout, alignment, color palettes, export for print (PDF/CMYK).
- ❖ **Photoshop:** photo editing, crop/resize, background removal, retouching, layers/masks, export for web.

5.Additional Tools:

- ❖ **AppSheet:** make data entry forms, simple dashboards, photo/GPS capture.
- ❖ Google Sheets/Drive, PDF tools (merge/split/fill), printer/scanner setup.

6.Soft Skills:

- ❖ Documentation and record keeping, attention to detail, time management, teamwork, problem solving.

LANGUAGE

- ❖ Bhojpuri
- ❖ Hindi
- ❖ English

PERSONAL DETAILS

- ❖ **Father's Name:** Omprakash Rajbhar
- ❖ **Nationality:** Indian
- ❖ **Gender:** Male
- ❖ **Marital Status:** Unmarried
- ❖ **Date of Birth:** 20/05/1999
- ❖ **Hobbies:** Playing cricket, Watch Movies

DECLARATION

I hereby declare that all the statement made in this resume are true, complete and correct to the knowledge.

Abhay Kumar Rajbhar