

BHOPAL SINGH

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PROFESSIONAL SUMMARY

Detail-oriented Conservation Assistant with over 3 years of dedicated experience at the Indira Gandhi National Centre for the Arts. Proficient in the digitization, preservation, and restoration of culturally significant books, manuscripts, and artifacts. Combines hands-on conservation expertise with a strong technical foundation in mechanical systems and preventive maintenance. Seeking to leverage specialized skills in preventive conservation to protect and manage valuable cultural heritage collections.

SKILLS

Conservation & Archival: Preventive Conservation | Book & Manuscript Restoration | High-Resolution Digitization | Paper Treatment & Stabilization | Object Documentation | Custom Archival Enclosures

Technical & Computer: Equipment Maintenance & Repair | Microsoft Office (Word, Excel) | Digital Archiving | Environmental Safety Standards | Computer English Typing

PROFESSIONAL EXPERIENCE

Conservation Assistant | Indira Gandhi National Centre for the Arts | 2022 – Present

- Executes the high-resolution digitization of delicate books, manuscripts, maps, and photographs, ensuring their long-term digital preservation and accessibility for research.
- Performs intricate restoration and binding for historical texts and creates custom, acid-free protective enclosures to mitigate environmental damage and physical wear.
- Applies specialized paper conservation techniques, including de-acidification, cleaning, and mending, to stabilize fragile documents and extend their lifespan.
- Meticulously documents the condition and treatment of objects and monuments, maintaining a precise record for archival and scholarly purposes.
- Manages and maintains a comprehensive inventory of specialized conservation tools, equipment, and supplies, ensuring operational readiness for all preservation tasks.

Air Conditioner Plant Operator | Mother Dairy Fruit & Vegetable Pvt. Ltd. | 2014 – 2016

- Maintained and operated large-scale air conditioning plants, ensuring optimal environmental conditions.
- Managed refrigerant handling, leak testing, and disposal in strict accordance with environmental safety standards, developing a keen eye for preventive maintenance.

HVAC Trainee | Voltas Limited | 2014 (3 Months)

- Completed an intensive training program in HVAC systems, assisting senior technicians in the installation, servicing, and maintenance of residential and commercial units.

EDUCATION & TECHNICAL QUALIFICATIONS

Post Graduate Diploma in Preventive Conservation | 2023

Diploma in Mechanical Engineering | G.B. Pant Institute of Technology, Delhi | 2018

ITI in Refrigeration and Air Conditioning | Dr. H. J. Bhabha ITI | 2013

Bachelor of Arts (B.A.) | University of Delhi | 2015