

Sanjay Saini

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FUTURE CAREER PLAN

A challenging position in an organization where I can utilize my abilities developed through my past industry experience & education, which will help me to explore my knowledge and realize my potential, I am willing to work as a key player in a team with challenging & creative environment.

AREAS OF INTEREST

- ✓ Maintenance and up gradation of Plant Machinery.
- ✓ New project completion before time line.
- ✓ Improve machine efficiency
- ✓ Reduce maintenance cost per unit of production
- ✓ Ensure material procurement should be cost effective
- ✓ Team Handling and Deploying

SYNOPSIS OF EXPERIENCE

Sanjay Saini has 10 Years of working experience in Project Work, Technical purchase & New machines procurement. Good understanding of Planning of Projects, Erection & Maintenance.

Key Skills:

1. Prepare plans for preventive maintenance and spares procurements.
2. Monitoring daily expense of machine spares.
3. Coordinates quarterly inventory on all major equipment.
4. Develop new technology & suppliers for new equipment.
5. Ensure availability of critical spare parts
6. Coordination with execution team & operator for development of machine.
7. Buy and pay for materials and services.
8. Review and reporting to GM.
9. Experience in government officials.
10. Regular analyzing of organizations Electrical Load Consumption with Ratios and analysis.
11. Planning & scheduling assignments to achieve pre-set goals within time parameters. Formulating long term/short term strategic plans to enhance operations.

Project Management:

1. Reviewing project progress against target.
2. Handling of electrical load as per requirement.
3. Erection HT & LT transmission line & sub-station.
4. To co-ordinate with Electrical Contractor for Execution, Erection & Commissioning.
5. To provide the entire electrical, Electronics & mechanical solutions as per requirement.
6. To check the entire work as according to approved drawings.
7. To co-ordinate with GEB for all electrical approvals.

JOB PROFILE

Presently Works with Canpac Trend Pvt Ltd. as an Equipment Manager from Dec 2021 till Date

- ✓ Review power consumption & breakdown report to monitor plant and machinery performance.
- ✓ Arrange an engineer if machine has maintenance issues and takes his review and knows about it's root cause.
- ✓ Prepare PM chart of machinery along with maintenance manger and try to takes PM as per our required time frame after discussion with Maintenance & Production Manager.
- ✓ Coordinate with all suppliers for taking AMC visit as per conditions.
- ✓ Review purchase order report on daily basis.
- ✓ Ensure materials received from supplier should be as per requirement.
- ✓ Ensure that maintenance team is trained to breakdown and preventive maintenance, WHY-WHY Analysis, Red tag use for abnormality, and that they understand what they have to do and when.
- ✓ Monitoring of MTTR/MTBF and identify / eliminate bad factors to improve plant reliability and availability.
- ✓ To Coordinates with electrical inspector to solve any legal matter.
- ✓ Ensure for maintaining the checklists and relevant documents as per ISO Standard 9001, OSHAS 14000 & 18001.
- ✓ To ensure in shop floor with proper 5S, no more oil, water, air leakage.
- ✓ Implementing PTW System at Plant before starting work.
- ✓ Provides safe work environment for employees, visitors & Customers.
- ✓ Improved the safety environment in the entire plant.
- ✓ Ensure safety rules for maintenance activity (such as LOTO procedure) are known & applied by its team.
- ✓ Ensure timely procurement and payment for stores related items.
- ✓ Approving the bills of suppliers/contractors after proper measurements /verification at site.
- ✓ An effective communicator with excellent relationship, management skills and strong analytical, problem solving and organizational abilities.
- ✓ Prepare and submission of DG self-generation unit for government electrical inspector office on every month.
- ✓ Check & Process electricity bills immediately before the due date of the bills.
- ✓ Worked as a **Maintenance Manager** at **Shree Rama Multi Tech Ltd** from July 2017 to Nov 2021.
- ✓ Worked as **Assistant Maintenance Manager** –Utility & Maintenance Department at **Arvind PD Composites Pvt. Ltd.** from December 2014 to July 2017.
- ✓ **Worked as Assistant Electronics Engineer at Rukshmani Syntex Pvt. Ltd, Silvassa (Dadra Nagar Haveli) from July 2011 to Dec 2014.**

WORK EXPERIENCE

- ✓ Maintain plant process parameter & utilities like air compressor, HVAC, DG set, transformer, water chillers, cooling towers, cranes, UPS etc.
- ✓ Attend all types of maintenance as preventive maintenance, breakdown maintenance, planned maintenance, and predictive maintenance.
- ✓ Follow up with AMC vendors for AMC equipment servicing as per schedule and vendor development in maintenance area.
- ✓ Spares management, inventory control, and energy management.
- ✓ Assist in engineering development, machine modifications, and new machine installations.
- ✓ Maintain documentation on ISO 9001, ISO 14001, OHSA 18001.
- ✓ Ensure safety during maintenance activities.
- ✓ Check & process Electricity bills immediately before the due date of the bills.

SUMMER TRAINING ACTIVITIES

- ✓ have completed my 30 Days Summer Training which is conducted by MDU as Engineering Summer Training took in **D.H.B.V.N. at Hisar (Haryana)**
- ✓ I have completed my 60 Days Training in Dish TV India Pvt. Ltd.

Education Details:-

- ✓ I have passed B-Tech in Electronics & Communication Engineering with 64% in 2012 from Bhiwani Institute of Technology & Sciences approved from MD University, Rohtak, Haryana.
- ✓ I have passed my 10+2 class with 68% in 2007 from PGSD Sr. Sec School, which is approved from Board of school education Bhiwani.
- ✓ I have passed my 10th class with 60% in 2005 from PGSD Sr. Sec School, which is approved from Board of school education Bhiwani.

KEY STRENGTH

- ✓ Self-Disciplined and responsible
- ✓ Team Sprit
- ✓ Communication Skills, listening and motivating skills.
- ✓ Ability to learn quickly is my forte that has helped me successfully manage various jobs given.
- ✓ Ability to work with a team of dedicated professionals for achieving the deadlines for the execution of work.

COMPUTER KNOWLEDGE

- ✓ MS Word, Excel, Power Point, Internet, Office tool, Outlook
- ✓ Windows 7 & Window 10 (all versions)
- ✓ Good understanding of Internet tools

EXTRA CURRICULAR ACTIVITIES

- ✓ Participated in college on "NATIONALSERVICE SCHEME".
- ✓ Participated in PCBLAB held in TITS, BHIWANI

PERSONAL DETAILS

Name	-	Sanjay Saini
Languages known	-	English, Hindi
Date of birth	-	23/08/1989
Marital Status	-	Married
Current Location	-	Ahmedabad (Gujarat)
Hobbies & Passions	-	Playing Chess & Cricket
Current Salary	-	9.00 Lac /Annum
Father's Name	-	Khushi Ram Saini
Mothers Name	-	Shakuntala Saini
Notice Period	-	1 Month

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: -

Sanjay Saini