

CURRICULUM VITAE

VIKASH SINGH

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Objective:

I want to join an organization which helps to improve my skills and help me to enhance my carrier.

Education Qualification:

STANDARD	B0ARD/UNIVERSIT Y	YEAR	MARKS (%)
MASTER OF BUSINESS ADMINISTRATION	Dr. A. P. J. Abdul Kalam Technical University , Lucknow	(Pursuing)	(Pursuing)
DIPLOMA IN MECHANICAL ENGINEERING	Board Of Technical Education , U.P Lucknow	2022	72
BACHELOR OF SCIENCE (B.S.C)	Chhatrapati Shahu Ji Maharaj University, Kanpur	2020	52
DIPLOMA IN FIRE SAFETY AND HAZARD MANAGEMENT	National Acadmey Of Fire And Safety Engineering	2018	71
MASTER DIPLOMA IN COMPUTER INFORMATION AND SYSTEM MANAGEMENT	Excel Net Computer Education	2018	72
INTERMEDIATE	U.P Board	2016	80
HIGH SCHOOL	U.P Board	2014	86

Experience:

1:Industrial Training in Threads India Limited (Lohia Group)

Duration One Month. (September 2021- September 2022)

Designation = trainee

Work =my work in this company collect all information about raw material , machines specifications and its working method and collect knowledge all process.

2:6 month work experience in Ferron tubes pvt. ltd in maintenance department.(January 2022 – June 2022)

Designation = trainee engineer and supervisor

Role And responsibility

1. Installing complex mechanical systems
2. Ensuring compliance with safety procedures and regulations
3. Conduct preventive maintenance to mechanical devices
4. Detect malfunctions through observation (sound or visual)
5. Run diagnostic tests to ensure system functionality
6. Repair broken or faulty machine parts
7. Perform emergency repairs
8. Choose appropriate materials based on mechanical needs
9. Align and calibrate machine parts
10. Monitor and report on project progress
11. Follow safety rules and regulations
12. Maintain a safe and clean work environment
13. Work on tube mill , crane , Cut to length machine , Gear box, Uncoiler

3:Currently working on bell services inc. (Bell cooling towers Pvt. Ltd.)

(July 2022 – Present)

Designation = Sales and service engineer

Role And responsibility

1. Project engineer
2. Mechanical engineer
3. Site visit For inspection
4. Inspection report
5. Make material drawing on autocad
6. Generate quotation (Offer)
7. Generate pro forma invoice

8. Generate purchase order
9. Stock Management
10. Dispatch Planning
11. Inside Sale (B2B , B2C , B2G , Direct Sales)
12. Generate invoice (CGST, SGST , IGST)
13. Challan
14. Generate eway bill
15. Credit Note
16. Work completion report
17. Follow Up on quotation
18. Clear Outstanding Payment
19. Lead Generation
20. Business Development

Achievements & Awards:

1. Completed Group Discussion online course offered by TCS iON.
2. Completed communication skills online course offered by TCS iON.
3. Letter of Recommendation in Social Media promotion and marketing, Content writing and Graphic design in Crazy for success foundation.
4. Letter of Recommendation in Youth Leadership Council (YLC) internship at Indian National Youth Foundation.

Certification:

1. Course on computer concepts (CCC)

Software Skills:

Auto Cad , Solid Works , Ms office , Ms word , Ms power point , Ms excel , Open office

Personal Details:

Father's name	Kamlesh singh
Mother's name	Sweta singh
Date of Birth	03/09/2000
Nationality	Indian
Religion	Hindu
Sex	Male

Marital Status

Single

Languages Known

English , Hindi

Permanent Address

Kanpur Nagar U.P

Declaration:

I hereby solemnly affirm that all information furnished above is true to the best of my knowledge and belief.

(VIKASH SINGH)