***CURRICULUM VITAE***

***RAJENDRA SHARMA***

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Contact No.:- +91-7042401335

***CAREER OBJECTIVE:-***

* To work hard with full determination and dedication for achieving personal as well as organizational goals.

***ACADEMIC QUALIFICATION:-***

* 10th Passed from UP Board.
* 12th Passed from UP Board.

***TECHNICAL QUALIFICATION:-***

* Diploma in Electrical Engineering from H.S.B.T.E. affiliated to Panchkula University, Haryana.

***COMPUTER KNOWLEDGE:-***

* Knowledge of M/s Office, Web browsing.

***PROFESSIONAL EXPERIENCE:-***

* ***September 2015 to Till date***

**Company:- AMPS Facilities Management Services Pvt. Ltd.**

**Site:- Google India Pvt. Ltd. , Signature Tower –II , Tower A , Gurgaon.**

**Position:- Multi Skilled Technician (M.S.T.).**

* ***January 2014 to August 2015***

**Company:- Vatika Group.**

**Site:- Vatika City**, **Gurgaon.**

**Position:- Technician.**

***JOB PROFILE:-***

* Operation & Maintenance of L.T, H.T.
* Operation & Maintenance of VCB, ACB & MCCB.
* Operation & Maintenance of Transformers.
* Operation & Maintenance of D.G. system.
* Operation & Maintenance of Electrical panels (L.T., H.T., Capacitor & Auxiliary Panel).
* Operation & Maintenance of HVAC Systems. (Chiller Plant, AHU’s, PAC etc.), B M S.
* Operation & Maintenance of Plumbing & Fire Fighting Systems.
* Operation & Maintenance of UPS systems & Invertors.
* Planned Preventive Maintenance of critical equipment’s, operation, planning & execution.
* Maintaining documents of preventive maintenance / Breakdown’s.
* Material management & maintaining stock registers.
* Vendor Management.
* Maintenance of 3 phase prepaid energy meter (Secure Make).
* Knowledge of Soft services like - Checking and maintaining of Board Room, Meeting Room,

Washroom, Workstation area.

***KEY RESPONSIBILITIES:-***

* Preparation and submission of daily /weekly/monthly reports as per the process / site requirement.
* Preparing and implementation of PPM checklists of necessary equipment’s and maintaining the same.
* Asset tagging.
* Dealing with vendors regarding material procurement & replacement.
* Carry out the planned preventive maintenance activities as per the 52 weeks PPM calendar.
* Make every effort to save energy.

***PERSONAL DETAILS:-***

**Date of Birth**  : - 22 May 1996

**Marital Status**  : - Single

**Language’s Known**  : - English, Hindi

**Communication Address** : - House No.- U-63/30, DLF Phase 3, Nathupur , Gurgaon, Haryana.

**Date :- ……………………**

**Place :- …………………… (RAJENDRA SHARMA)** 