## CIRRICULAM VITAE

**JITENDRA SINGH**

**Leva Jhansi (U.P.) 284121**

**Email ID- jitendra67rajpoot@gmail.com**

**Mobile: - 8400286301, 8318473587**

* **CAREER OBJECTIVE -**

To utilize my knowledge and technical skills & experience in order to work towards the growth of the organization

* **WORK EXPERIENCE**

Having 2 years working experience in Production & Dispatch department in well reputed organization.

* **CURRENTLY WORKING PLACE -**– **Tafe Motors and Tractor Limited Bhopal (MP) from Oct -2018 to till date** as a Project officer at **(Dispatch control department.)**

**Key Roles and Responsibilities**

* Stock Transfer & Stock Monitoring
* E- Way bill activities
* Vehicle Tracking
* PDI of tractors Before Dispatch
* Daily Dispatch reports
* Defect monitoring & Analysis

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* **TATA MOTORS LUCKNOW form sep-2017 to sep-2018 as a Diploma Engineering Trainee (DET)**

**Key Roles and Responsibilities**

* Safety observation & Near miss Analysis
* Daily DRR ( Direct run rate) Analysis
* Daily DRL ( Direct run loss) Analysis
* Defect monitoring & Analysis
* Preparing PSR ( problem solving report)
* Preparing HPC ( Hourly production chart )
* Preparing PFD and control plan of fitment
* Line balancing
* Safety observation & Near miss Analysis
* Daily MOP of Assembly line Analysis
* Suggestion Feeding in system
* CPA & CSA defect Analysis

❖**TECHANICAL SKILLS**

* AUTOCAD IN 2D AND 3D
* Basic knowledge of MS Office
* Basic knowledge of SAP

❖ **ACHIEVEMENT**

* Won 1st Prize in block level science competition
* Participated in District level Science Competition

❖ **EDUCATIONAL QUALIFIACATION**

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| **Educational Qualification** | **Name of institution** | **Percentage** | **Year of passing** |
| Diploma ( Mechanical production) | Govt. polytechnic Lucknow (UP) | 75.36 | 2017 |
| Intermediate | UPRVP INT COLL Parichha Jhansi (UP) | 76 | 2013 |
| High School | SVM parichha Jhansi (UP) | 63 | 2011 |

❖**SUMMER TRANING**

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| **Name of organization** | **Duration** | **Key lessons learnt** |
| UPSRTC Lucknow | 15 days | Basic Introduction Bus parts |
| Northern railway charbagh Lucknow | 1 Month | Basic Introduction Loco and CNC parts and its working and process |

❖**PERSONAL PROFILE** –

**Name** -: Jitendra Singh

**Date of Birth** -: 10-Jan-1994

**Father’s Name** :- Mr.Komal Singh

**Father’s Occupation** -: Farmer

**Mother’s Name** : - Lt. Angoori Devi

**Permanent Address** -: Vill-Leva ,Post-Palar,Distt.-Jhansi , Pin Code-284121(UP)

**Hobbies** : - Singing and listening to songs

**Strengths** : - Keen learner, Self-motivate, Able to lead team

**DECLARATION:-**

I hereby declare that all the information given by me is true and authentic to the best of my knowledge and belief.

***Date:*** - **Yours Faithfully**  ***Place: - JITENDRA SINGH***