

VIDYA N

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PROFILE SUMMARY

- MBA in Human Resource Management having 8 years of experience in Metro Railways.
- In Bangalore Metro Rail Corporation Limited, around 5 years of experience in maintenance of Signalling systems/gears & Fault management controller in Operations Control Centre.
- In Kochi Metro Rail Limited, 3.5 years of experience in handling Human Resource, managing training & competency, attendance & roster, DLP, contract and RAM monitoring.
- Enthusiastic and self-motivated professional.

SYNOPSIS OF EXPERIENCE

Organization : Kochi Metro Rail Limited, a joint venture company of Government of India and Government of Kerala.

Designation : Assistant Manager

Duration : Jan 2017 to Oct 2020

Responsibilities :

- Managing the signalling team performing preventive and corrective maintenance of CBTC systems.
- Maintaining Staff Attendance, Leave & Absence management.
- Preparation of staff duty roster.
- Handling staff grievances.
- Maintaining employee personnel files.
- Scheduling Training, preparation of training materials and modules.
- Imparting Training on signalling subsystems.
- Preparation of Competency Exam question paper and conducting competency assessment.
- Managing Defect Liability Period and co-ordinating with Vendors. Handling Anomaly Reports.
- Contract management.
- Signalling Stores management and procurement.
- RAM monitoring as per Contract conditions.
- Imprest fund handling.
- Budget and document preparation.
- Maintaining official records.

Organization : Bangalore Metro Rail Corporation Limited, a joint venture company of Government of India and Government of Karnataka.

Designation : Junior Engineer

Duration : Feb 2012 to Jan 2017

Responsibilities :

1. Fault Management Controller incharge in Operations Control Centre:

- Continually monitoring the functioning of the Signalling system through the ATS terminal, taking note of the audio-visual alarms and other unusual incidences, which are likely to affect the smooth functioning of the signalling system.
- Collect as much as information in as less time as possible about the failure and reporting the failure to the concerned.
- To update and keep records of the failures, corrective and preventive maintenance.
- Preparation of Daily failure reports, maintenance activity report on daily basis.
- Analysing the failure and preparation of Special reports.
- Defect Liability period management.
- Co-ordinating with Contractors/Vendors.

2. Supervision of Maintenance of Signalling Systems/Gears:

- Supervision of preventive maintenance of U200 Signalling Systems/Gears.
- Corrective maintenance of Signalling Systems/Gears.
- Providing technical guidance.
- Speedy restoration of traffic in case of failures.

COMPUTER PROFICIENCY

- Operating Systems: Windows
- Software packages: MS Office

ACADEMIC

- **MBA in Human Resource Management** (Passed in 2014)
Pondicherry University.
- **BE in Electronics & Communication Engineering** (Passed in 2012)
BNM Institute of Technology, Bangalore.
- **Diploma in Electronics & Communication Engineering** (Passed in 2009)
Govt. Tool Room & Training Centre, Bangalore.

ACHIEVEMENTS

- As a Training incharge of Signalling and Train Control (STC) department in KMRL, I prepared training Modules on Signalling and Train Control systems and conducted in-house training for new recruits thereby saving the cost of external training.
- During natural calamity (Kerala floods in August 2018), I have involved in effective restoration of flood affected Signalling subsystems.
- As a fault management controller in Operations Control Centre (OCC), I have taken immediate corrective actions for real time failures thereby ensuring smooth services.
- Reviewed the Computer based training modules and Signalling manuals & documents.
- Involved in setting up of Training yard in KMRL and got appreciation.
- Got appreciation for hard work and diligent effort.
- Got continuous "Outstanding" rating in Performance appraisal in KMRL.

PERSONAL DETAILS

Father's Name	:	Nagaraj H R
Date of Birth	:	07 th April 1991
Nationality	:	Indian
Languages known	:	English, Hindi, Kannada & Tamil
Marital Status	:	Married

DECLARATION

I solemnly declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief.

(Vidya N)