

## RESUME

**SONU KUMAR**

BIHAR, PATNA

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### **CAREER OBJECTIVE:**

To obtain a position that will allow me to utilize my technical skill  
Knowledge and new ideas and work skills to learn in making an organization successful.

### **CURRENT WORKING:**

- **Company:** Greentek Northern India Pvt Ltd Noida, Sector 69.
- **Company Profile:** EPC Project of Solar Project
- **Department:** project planning and coordination.
- **Designation:** Sr. Executive.
- **From:** Sep 2023 to Till.

### **Role and responsibility:**

#### **Purchase Process and coordinator:**

- Create Purchase requisition
- Take Quotation
- Make Comparison Sheet
- Negotiable process
- Select Vendor/Develop new vendor
- Create Purchase order with term and condition
- Take Inspection Call
- Release Manufacturing Clearance
- Tracking material for Dispatched
- GRN
- Make MIS Report

#### **Project Coordinator:**

- Prepare Bill of quantity and costing according Project Budget.
- Coordinate project management activities, resources, equipment, and information.
- Preparing, Scheduling, Coordinating, and monitoring of assigned related projects.
- Coordinate with clients to identify and define requirements, scope, and objectives.
- Assign Tasks to Internal Teams and assist with schedule management. And coordinate with internal department.
- Responsible for, Purchase process, project monitoring, and project plans.
- Daily basis project activity, Work Plan, Material Plan, Process layout, Client meeting, Quality control,
- Inventory control, Problem short out related Project, Budget and time line Completion.
- Project and Purchas Ensuring project deadlines are met and determining project changes.
- Daily follow up with the team for assigned task related project.
- Assist in tracking and project documentation, plans and report like Installation, Insulation Testing& Handover.

**WORK EXPERIENC:**

- **Company:** ABSSTEM TECHNOLOGY LLP, Delhi (Manufacturing of oxygen and nitrogen plant unit)
- **Department:** Production planning and control
- **Designation:** Sr. Executive
- **From:** April 2022 to Aug 2023

**ROLE & RESPONSIBILITY:**

- Responsible for coordinate with project documentation and technical data sheet. Inventory material and, Production planning control, Quality assurance control.
- Preparing, Scheduling, Coordinating, and monitoring of assigned related projects.
- Formulating project parameters and assigning responsibilities to the employee and monitoring the project team and Developing equipment and material as per projects.
- Performing quality control tasks on budgets, schedules, plans, and reporting on the project's status.
- Testing Procedure of skid, pressure vessel and Leakage test handle entire documentation of all Project.
- Internal audits of interconnect department.
- Work planning schedule daily basis.
- Customer feedback analysis.
- Conducting training on specific quality related topics and Project i.e., 5S, CAPA, FIFO, LIFO, KAIZEN, 7QC TOOLS, 3M, KANBAN, POKA-YOKA, FISH BONE DIAGRAM, ROOT CAUSE ANALYSIS, ECN
- **Company name - Aneri construction pvt ltd Surat, Gujrat.**
- **Designation - Project Coordinator & Documentation**
- **Department - Project.**
- **From - June 2020 to March 2022.**

**ROLE AND RESPONSIBILITY:**

- Daily project report.
- Preparing, Scheduling, Coordinating, and monitoring of assigned related projects.
- Formulating project parameters and assigning responsibilities to the employee and monitoring the project team and Developing equipment and material as per projects.
- Performing quality control tasks on budgets, schedules, plans, and reporting on the project's status.
- Testing Procedure of skid, pressure vessel and Leakage test of mounting plate.
- Handle entire documentation of project. Like Mainline welding joints , stringing, hydro testing, lowering, Backfilling, Radiography testing, coating & blasting of pipe, DPT testing, Installation, Handover.

**WORK EXPERIENCE:**

- **Company name- Integral coach factory, Chennai**
- **Designation- Graduate apprenticeship training**
- **Department- Shell division**
- **Project – Train 18 (Bande Bharat Express)**
- **From- April 2019 to April 2020.**

**ROLE AND RESPONSIBILITY:**

- Incoming inspection of raw material
- Process Layout Inspection of Bogies Assembly, Roof assembly,
- Under frame, Sidewall assembly, Welding joints inspection, Leakage test of bogies.
- All inspection documentation record maintains, Radiography testing of material.
- PMI testing (positive material Identification) Responsible for coordinate with project documentation

**ACADEMIC QUALIFICATION:**

QUALIFICATION	INSTITUTE	BOARD / UNIVERSITY	YEAR OF PASSING	MARK IN %
B. Tech (ME)	NSIT BHITA PATNA	AKU PATNA	2013-2017	74.79
Intermediate	P.K.N COLLEGE PATNA	BSEB PATNA	2012	65.8
Matriculation	R.K HIGH SCHOOL ROHAI	BSEB PATNA	2010	69.9

**INDUSTRIAL SKILLS:**

- Project Management Tools like Kanban chart, PERT & CPM, Gantt Chart Lean Manufacturing etc.
- Production planning control ,Production Process Knowledge, Flowchart, Handle Production Process ,
- Quality control, QMS, Reduce rejection, Knowledge Quality tool like 5S, CAPA, FIFO, LIFO, KAIZEN, 7QC TOOLS, 3M, KANBAN, POKA-YOKA, FISH BONE DIAGRAM, ROOT CAUSE ANALYSIS, ECN, MOM, Inventory control, IQI Process, DPT, ISO etc.

**SOFTWARE SKILLS:**

- AUTO CAD, ADVANCE EXCEL, MS OFFICE, PPT, SAP

**HOBBIES:**

- Interested to Learning new thing.
- Playing Cricket.

**STRENGTH:**

- Ability to work independently
- Flexible with team work
- Working process and Problem-Solving skill.

**PERSONAL PROFILE:**

Name	Sonu Kumar
Date of birth	20 <sup>th</sup> Feb 1996
Sex	Male
Language Known	English & Hindi
Permanent address	Vill-Lahladpur, PO-Saidabad, PS-Ranitalab Kanpa, Dist.- Patna, Bihar-801104

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particles.

Date:

Place: Noida Sec-69

Signature