

Curriculum Vitae Of Mr. N.P. SINGH

EDUCATIONAL QUALIFICATIONS

1972	Central Board of Secondary Education Higher Secondary Physics Chemistry Maths First Division
1975	Board Of Technical Education, Delhi Mechanical Engg. (3 yrs. Diploma) Mechanical Engineering, Electrical Engineering etc. FIRST Division with Distinction
1980	Board Of Technical Education, Delhi Business Administration(2 years Programme) Production Management, Personnel Management , Materials Management, Cost & Budgetory Contol & Managerial Economics FIRST Division

SKILL SET

Workaholic. Problem Solving Skills
Working independently & differently without supervision
Computer Friendly
Like to face challenges & relish Problematic cases & assignments

Study of New & existing industrial projects Project Reports preparation of Industrial & other Projects including Financial projections/data
Working capital management, Loan syndication, study & analysis of financial statements
Conducting Techno-Economic feasibility studies & financial viability studies.
Study of Sick Industrial Units for Rehabilitation, BIFR Studies
Valuation of Securities/ Inventories.
Third Party Inspection Jobs

Management & Administration.
Man management skills to get maximum output from the hard to crack nuts.
Insurance & related claim matters
Follow-up of cases with various Courts, DRT, BIFR, Arbitration & execution of decrees RTI, Insurance claims, consumer matters, Liaison with various Govt. authorities.
Managing production, purchase, stores, design, HR, MIS, Admin, Accounts, Sales Tax, Excise etc.
Facility/Estate management both technically & commercially.

Computer skills: Possess good knowledge of working on computer applications such as Windows, MS Excel, MS Word, Page Maker & Power Point etc.
Insurance: Passed IRDA examination in Life & General Insurance.
Enrolled & studied for Insurance surveyor's examination in Motor, Misc. & Marine Cargo but did not take up the examination.

WORK EXPERIENCE

August 1976
TO
Dec 1981

Central P.W.D. as a Junior Engineer (Electrical)

Nature Of Duties

Technical Functions, Material management Functions, Man management Functions, Commercial Functions

Responsibilities includes

Electrical & mechanical maintenance of HT & LT ACB's & OCB's, substation, lifts, vertical turbine flood pumps, mono bloc pumps, buildings maintenance etc.

Electrical & mechanical construction works of the aforesaid nature.

Preparation of the estimates for the annual maintenance / repair / construction / other specified works. Supervising of the work of agencies for its quality & its adherence to the terms of contract.

Procurement of all sorts of goods required for maintenance / repair / construction / other works of aforesaid nature from Government stores and local markets/ manufacturers by local purchase or call of quotations / tenders.

Liaison with the client departments for timely submission of the cost estimates, their approval & rendering services to their satisfaction. Liaison with various govt deptts. for uninterrupted flow of utilities & suppliers for timely supplies of goods.

Dec 1981
TO
Dec 2000

Punjab National Bank as Officer (Industry)

Nature Of Duties

Appraisal of Industrial & Other Projects for their Technical Feasibility, Economic & Financial Viability; BIFR Studies; Advances; Recovery; General Branch Management; Follow-up & monitoring of court cases

Responsibilities includes

Keeping abreast of the latest developments & policies affecting industries & liaison with industry associations, conducting techno-economic & financial analysis studies of major industrial sectors i.e. financial achievements, projections, constraints and financial requirements.

Overall general Branch Management and banking, Advances,

Recovery, Follow up of Protested/ Suit filed/ Decreed accounts in various courts and the defaulters for recovery by way of compromise/ negotiated settlement and/ or execution of the decrees in Non Performing Accounts.

Out of the aforesaid period I had worked with Deptt. Of Statistics, Reserve Bank Of India as Investigating Officer on deputation for about a year conducting survey of the industries.

Jan 2001
TO
Dec 2004

Self Employed
Nature Of Duties
All sorts of Management Consultancy, Administrative, Technical & Liaison assignments

Jan 2005
TO
Sep 2005

Sopan as Inspection Engineer
Nature Of Duties
Inspection of the construction of Upcoming retail outlets of Motor spirit & diesel for Essar.

Responsibilities includes

Inspection of upcoming sites of retail outlets for diesel & Motor spirit for their construction as per the specifications & guiding the entrepreneurs in adhering to the norms laid down by the company as a third party inspection in East UP & Haryana

Sep 2005
TO
Apr 2006

Taurant Projects Pvt. Ltd., New Delhi as Deputy General Manager
Nature Of Duties
Overall management functions i/c project monitoring, preparation of bills, payment of bills, follow-up of matters, Liaison.

Responsibilities includes

Project monitoring, coordination, billing, follow-up of matters before various courts & arbitration. Liaison with Govt. deptts. Such as Municipal Corporations, PSU Oil & gas companies, Large Consulting & Project execution companies banks & financial institutions.

Apr 2006
To
Feb 2010

HNI Consultancy as Consultant
Nature Of Duties
All sorts of Management Consultancy, Administrative, Technical & Liaison assignments

Responsibilities includes

Project Reports Preparation for new & existing projects, Financial statements Analysis, Loan syndication, liaison & follow up, Techno Economic feasibility studies, Financial viability studies, Study of Sick units for rehabilitation.

May 2012
To
Oct 2012

WORKED as GM (Works) in M/s Alfa Therm Ltd. Kundli, Sonapat, Haryana. The company is engaged in mfg. Of Incinerators, Industrial Air Heaters, Blowers, Burners, Shredders, Conveyors, Municipal solid waste Processing Plants, Bio-digesters etc.
Nature Of Duties
Overall factory management i.e. total Management, Administrative, Technical & Liaison activities.

Responsibilities includes

Overseeing the activities of Design, Production, Maintenance, Purchase, Stores, Accounts, MIS, HR and Security deptts. within the factory & monitoring of turnkey installation project execution work at various locations. Liaison with the other agencies &

deptts. for unhindered supplies and is virtually responsible for managing all the aspects of unit for its smooth functioning.

Achievements

Setting up of MIS system, Rationalisation of Production processes, HR systems, ManPower deployment, Inventory management systems, purchase analyses, time & motion study of various jobs resulting in cut down in manpower by 10%, reduction in Overtime payments by 90%, reduction in overall salary bills by 8%, reduction in process time by 15%, reduction in waste generation by 10%, All this while the production level remained the same.

**Feb 2013
To
Aug 2013**

Jain Coop. Bank Ltd. as Acting C.E.O. (specific period assignment till 10/08/2013).
Joined as Consultant through Registrar Coop. Societies, Delhi, and went on to officiate as Chief Executive Officer of the bank till the declaration of election process in the bank.
The company is a Banking company in cooperative Sector.

Responsibilities includes

TOP MANAGEMENT Functions e.g.

Advising bank's Board/ Administrator, formulating policies & operational procedures & ensuring various statutory (RBI/RCS) compliance & formulating policy matters including revision/ redrawing / updating of the policies & procedures in order to improve/ streamline its functioning.

Achievements

Updated the loan policy, streamlined the process of sanction & disbursement of loans, Framed HR policy & staffing pattern, Conducted inquiries in the lapses made by staff &/or customers/borrowers, Accelerated the recovery process to reduce the level of NPA's, cutting down superfluous expenditure thus increasing profitability. Re-organised the staffing pattern & streamlined the work flow in Head Office as well as branches. Made a turn-around, wiping out accumulated losses in full.

**Sept 2013
To
June 2015**

Advisory Consultant

Nature Of Duties

All sorts of Management Consultancy, Administrative, Technical & Liaison assignments
Credit Appraisals, Banking & Finance

Responsibilities includes

Project Reports Preparation for new & existing projects, Financial statements Analysis, Loan syndication, liaison & follow up, Techno Economic feasibility studies, Financial viability studies, Study of Sick units for rehabilitation etc.etc.

OTHER ACTIVITIES & INTERESTS Taking up RTI, Insurance Claims, Consumer matters & other problems of my acquaintances & references with appropriate authorities.

Personal Information

Name	Narender Pal Singh
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Age	63 Years
Date of Birth	20 th Sep. 1954
Father's Name	Late Sh. Kartar Singh
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