

**Address: House No. 165C, Gali No. 7, Hans
Enclave, Near Rajiv Chowk, Gurugram
Email-ID: -sunilyadav9216@gmail.com
Mobile No: 9729343465, 8168723166**

SUNIL

OBJECTIVE

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the organization, based on my expertise and to further my personal capabilities by learning from the new exposure framework of the organization.

ACADEMIC ABRIDGEMENT (B.Tech Electronics & Communications)

Year	Name of Institute	Degree	Percentage	Division
2013	KURUKSHETRA UNIVERSITY, KURUKSHETRA	B.TECH	64%	1 st
2009	A. S. D. SR. SEC. SCHOOL (NARNAUL)	12 th	65%	1 st
2007	GOVT. HIGH SCHOOL (NARNAUL)	10 th	72%	Merit

SCHOLASTIC RECORD

- Awarded the best student in Class X
- Participated in Blood Donation Camp in 2010, organized by Lions Club, Karnal
- Participated in National Level “C” Olympiad 2010, organized by KUK

PERSONALITY HIGHLIGHTS

- An effective communicator with excellent interpersonal & relationship building skills.
- Strong Team Player with analytical, problem solving & organisational abilities.
- B.TECH in Electronics & Communications
- Possess a flexible, learning & detail-oriented attitude.
- A person of Integrity approach.

SUMMER INTERNSHIP

Organization : Energetic Lighting (I) Pvt. Limited, Gurgaon
Tenure : July 2011 To August 2011.
Reporting To : Manager
Project Title : **Industrial Training**

OBJECTIVE: Maintenance of electrical panels.
Attending Electrical Break-downs.
Making MIS of daily work.

Organization : SLR Infotech Pvt. Ltd.
Tenure : July 2012 To August 2012.

Reporting To : Manager
Project Title : **Networking & Topologies**

OBJECTIVE: Study of 8 basic networking topologies.
To assist Network Engineer in their daily work.
Making MIS on daily basis .

EXPERIENCE

3.6 yrs experience in “Sportking Industries Pvt. Ltd.” Bathinda as an Electrical Engineer.

JOB PROFILE :

- Attending any types of Electrical & Electronics breakdown.
- Working on 66 KV Electrical Grid.
- Making RGP & NRGp of material in electrical deptt.
- Making power report (MIS) on daily basis in SAP software
- To enter complete maintenance schedule on SAP Software
- Repairing of all types of Electronics instruments used in industry
- Support in commissioning & installation of all machines with Service Engineer
- Installation of transformers (11kv, 66kv etc.)
- Completes projects by training & guiding technicians
- Maintains professional and technical knowledge by attending educational workshops (by vendors or service providers)

Currently working at “Active Systems Pvt. Ltd. (Auth. Siemens Channel Partner)” as Internal Sales Engineer (Sales Coordinator).

JOB PROFILE :

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team’s progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Making MIS Report on daily basis and send to Reporting Manager
- Working on E-Plan Software for making drawing of Control Panel

SEMINAR ATTENDED

- Attended International Symposium on Standard Of Engineering And Technology (ISSET) organized by IEEE Delhi Technological University (DTU), Delhi

COMPUTER PROFICIENCY	
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- One year “Diploma in Computer Applications” from Maharaja Aggarsain Computer Centre Narnaul(2008-09) .
(MS Office, Language C& C++ etc.)

Internet Uses & Applications.

PERSONAL VITAE

Date of Birth : 27 Aug. 1991

Gender : Male

Nationality : Indian

Marital Status : Married

Linguistic Proficiency : English, Hindi,Punjabi

Hobbies : Listening to Music, Work on Computer

Declaration

I hereby declare that all the information mentioned above are true to best of my knowledge.

Date: _____

Place : Gurgaon

(SUNIL)