

CURRICULUM VITAE

RAJENDRA SHARMA

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CAREER OBJECTIVE:-

- To work hard with full determination and dedication for achieving personal as well as organizational goals.

ACADEMIC QUALIFICATION:-

- 10th Passed from UP Board.
- 12th Passed from UP Board.

TECHNICAL QUALIFICATION:-

- Diploma in Electrical Engineering from H.S.B.T.E. affiliated to Panchkula University, Haryana.

COMPUTER KNOWLEDGE:-

- Knowledge of M/s Office, Web browsing.

PROFESSIONAL EXPERIENCE:-

- **September 2015 to Till date**
Company:- AMPS Facilities Management Services Pvt. Ltd.
Site:- Google India Pvt. Ltd. , Signature Tower –II , Tower A , Gurgaon.
Position:- Multi Skilled Technician (M.S.T.).
- **January 2014 to August 2015**
Company:- Vatika Group.
Site:- Vatika City, Gurgaon.
Position:- Technician.

JOB PROFILE:-

- Operation & Maintenance of L.T, H.T.
- Operation & Maintenance of VCB, ACB & MCCB.
- Operation & Maintenance of Transformers.
- Operation & Maintenance of D.G. system.
- Operation & Maintenance of Electrical panels (L.T., H.T., Capacitor & Auxiliary Panel).
- Operation & Maintenance of HVAC Systems. (Chiller Plant, AHU's, PAC etc.), B M S.
- Operation & Maintenance of Plumbing & Fire Fighting Systems.
- Operation & Maintenance of UPS systems & Invertors.
- Planned Preventive Maintenance of critical equipment's, operation, planning & execution.
- Maintaining documents of preventive maintenance / Breakdown's.
- Material management & maintaining stock registers.
- Vendor Management.
- Maintenance of 3 phase prepaid energy meter (Secure Make).
- Knowledge of Soft services like - Checking and maintaining of Board Room, Meeting Room, Washroom, Workstation area.

KEY RESPONSIBILITIES:-

- Preparation and submission of daily /weekly/monthly reports as per the process / site requirement.
- Preparing and implementation of PPM checklists of necessary equipment's and maintaining the same.
- Asset tagging.
- Dealing with vendors regarding material procurement & replacement.
- Carry out the planned preventive maintenance activities as per the 52 weeks PPM calendar.
- Make every effort to save energy.

PERSONAL DETAILS:-

Date of Birth : - 22 May 1996

Marital Status : - Single

Language's Known : - English, Hindi

Communication Address : - House No.- U-63/30, DLF Phase 3, Nathupur , Gurgaon, Haryana.

Date :-

Place :-

(RAJENDRA SHARMA)