

JITENDRA KUMAR GUPTA  
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## **CAREER OBJECTIVE**

To pursue a professional career in an organization where I can constantly grow within the company, acquire specific skills at each level and give my best efforts to work for overall stability and prosperity of the company.

## **ACADEMIA**

- Passed B.Tech (EEE), from Graphic Era University with an aggregate of 75.66% in the year 2012.
- Passed class XII from CBSE board with an aggregate of 79.6% in the year 2008.
- Passed class X from CBSE board with an aggregate of 79.4% in the year 2006.

## **SUMMER TRAINING EXPERIENCE**

Project Title: Hydro Power Plant  
Organisation: Khodri hydro power plant. (UJVNL)  
Designation: Trainee  
Period: 6 weeks

**Key Learnings:** Electricity generation in a hydro power plant, its transformation and distribution.

## **PROJECT UNDERTAKEN**

Project Title: Solar and electricity powered inverter  
Description: Design of an inverter which charges its battery with AC mains as well as solar energy.

## **COMPUTER SKILLS**

Basic: Ms Office (Word, Excel, PowerPoint)  
Operating System: Windows 2000/XP/Vista/Seven

## **WORKING EXPERIENCED**

**Since June 2015 to till date.** I experienced with JLL as a Engineer (Electrical)

- Supervises activities pertaining to all soft services and engineering services.
- Coordinates with Helpdesk for timely resolution of requests / complaints.
- Generates periodical MIS reports as required by the Client.
- Co-ordinates with Annual Maintenance Contract (AMC) service providers for regular & break down maintenance activities.
- Coordinates with In-house team and service provider for equipment PPM.
- Updates PPM schedules and maintain PPM records in designated files.
- Ensures all the AMC equipment's mentioned in report. Are serviced on time and service report forwarded to Client.
- Regularly reviews with Client - and Operation Manager and highlights any operational discrepancies if any.
- Ensures that team members/ vendors meet all safety guidelines/ requirements.
- Maintains all service records and test certificates
- Analyses/ Recommends solutions on the complaints.

**June 2012 to June 2015. I experienced with EFS Facility LTD as a GET & Shift engineer (Electrical) in different site.**

**Since May 2014 to June 2015 at DELL International Sec-43.**

**Since June 2012 to May 2014 at Niltech Site Bharti Airtel**

The main work is to maintain the Building Electrical and other type of equipment.

- Operation and Maintenance knowledge of DG & HVAC Plant.
- Operation and Maintenance of different circuit breaker & Transformer (2500KVA).
- Operation and Maintenance knowledge of UPS.
- Operation and Maintenance of fire detection system.
- Operation and Maintenance knowledge of STP and WTP.
- Knowledge of BMS.
- Knowledge of Fire Extinguisher.
- Operation and Maintenance knowledge of Lift
- Knowledge of Hydro Power generation (120MW), Feeder (220KV) and distribution (33KV).
- Knowledge of Electrical equipment use in Power distribution. (33kv)
- Enterprising leader with a solid record of contributions that streamlined operations and enhanced internal controls.
- Directed cross-functional teams using interactive and motivational leadership.
- Knowledge of Standards ,SOP, All types of Permits and LOTO Procedure.
- Maintain all records like all Compliance , daily report ,calibration certificate , billing etc.

## **HOBBIES**

- Playing cricket
- Listening to music
- Writing poems

## **EXTRA CURRICULAR ACTIVITIES**

- Participated in school level drama and received applaus.
- Participated in 1500 metre race and won silver medal under district school level.
- Member of discipline committee in college fest.

## **KEY SKILLS/STRENGTH**

- Hardworking and punctual.
- Ability to work in a team.
- Good learning skills.
- Good computer literacy skills.

## **PERSONAL DETAILS**

Date of Birth: 24-03-1990

Father's Name: Bairistar Gupta

Languages Known: English, Hindi

Permanent Address: Vill- MathiyaMahabal

PO- Mahuapatan

Dist- Deoria , Uttar Pradesh (India)

Date:

Place:

(JITENDRA KUMAR GUPTA)