

DEEPAK KUMAR SINGH
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Mailing Address:

S-4/119
Old Mahavir Nagar
Janakpuri East
New Delhi-110059

OBJECTIVE:

Seeking a position as a Project Coordinator with lead works utilizing extraordinary skills in strategic Project Coordinator in order to bring about project fruition.

WORKING EXPERIENCE: Working as a R&D Project Coordinator from 8th Aug 2014 till date at upsINVERTER.com(UTL), Kirti Nagar, New Delhi.

KEY RESPONSIBILITY:

Project Planning.

- **Project Planning & execution.**

Summary of Project.
Preparing comparison list with Competitor.
Separate Projects in 3 stages (Prototype, Samples and Production).
Prepare timeline and track the progress.
Arrange resources to prepare samples for field trial

- **Planning & Reporting of Projects and individual.**

Daily Planning and Reporting.
Weekly Planning and Reporting.
Quarterly Planning and Reporting.

- **Production Management.**

Handling orders completion at Delhi branch.
Coordinate with Production team for orders and sampling.

Plan & execute samples for field trial execute customized requirement.
Planning of assembly line and testing department.

- **Coordinate with Sales Team**

Order Management.

Provide govt. tender compliance or any customized compliance responses with the help of technical team.

- **Maintain record of produced items & dispatched units in Google Sheet and call tracker.**

- **5S maintenance in the floor.**

- **Coordinate with others dept. Like Quality, Purchase and Production at different stages.**

- **Prepare FMEA report(Failure Vs Sales) and arrange faulty spares from field for analysis.**

- **Email writing.**

- **Manpower Handling.**

Handle day by day planning of staff's.
Arrange requirement to fulfill planning.
Assign task and take regular feedback .
Tracking of assigned task on daily basis.

- **Arrange Training of field and testing engineer and prepare progress report.**

- **Arrange Meetings.**

- **Assist RnD team and provide solution.**

- **Coordinate with our US Client.**

Provide Progress reports on Projects.
Fulfill their requirement.
Dispatch materials against their requirement.
Assist their enquiry through chat and email.

CURRENT CTC: 4.08 L/A+Medical+Accidental Insurance.

EXPECTED CTC: 5.0 L/A - 5.2 L/A.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.Tech(EIE)	Dr MGR Educational & Research Institute. Chennai	2013	72.78
12 th	K.V NO.1 Bokaro Steel City (CBSE)	2009	63
10 th	B.I.V 3A Bokaro Steel City (CBSE)	2007	64.5

OUTSTANDING ACHIEVEMENTS:

- Awarded as Most Efficient Employee of the Month in RnD team.
- Got Appreciation Cards from MD & Seniors for good work.
- Polite nature with all others staff of other dept.
- Be Calm at any condition & have the ability to work under pressure.
- Arranged Yearly Function successfully from 2014 to 2018.
- Self Motivated.
- Short Time period taken the charge of others dept.
- Organized functions like Yearly Function , Quarterly Functions and extra curricular activities.
- Awarded as employee of year 2016-2017.

PERSONAL INFORMATION:

Father's Name: Santosh Kumar Singh
Mother's Name: Lalita Singh
Sex: Male
DOB: 24th May 1989
UID No.-474971229305
Marital Status: Married.
Nationality: Indian
Permanent Address:
Sector-3D
Qtr. No.373
Bokaro Steel City
Jharkhand-827003

DECLARATION:

I hereby declare that the above produced information is true to the best of my knowledge.

Date: 30/03/2019

Place: New Delhi

(DEEPAK KUMAR SINGH)