

RAJNEESH SINGH

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→ A highly organized and hard-working individual looking for a responsible position to gain practical experience.

PROFESSIONAL SYNOPSIS

- Determined and versatile Administrative Assistant and proven organizational skills and Through knowledge of corporate policies and procedures.
- Hands on Experience in Emailing & Basic Reporting.
- Co-ordinate with Clients & Staff with all statutory requirements.
- Effective communicator with strong analytical, negotiation, problem solving skills.
- Confident and persuasive team player, able to motivate and communicate to achieve exceptional performance.

Core Competencies:

Maintenance Engineer **AUTO-CAD**
Equipment Maintenance **Inventory Management**
Team Management
Communication

Professional Experience:

A Recent Diploma in Mechanical Engineering looking for a position of Junior Engineer to maximize learning and experience with valuable management tools and systems to derive an accurate analysis of data from multiple sources.

Achievements:

- Internship – Sunbeam Light weighting solution LTD, (Ludhiana) (Jan 2020 to Feb 2020)
- During this period, I experienced how the measuring instruments are used to check the dimensions of manufacturing products.
- How to Implement the 5S – Kaizen 7QC Tools on the working area

Job Responsibilities:

- Maintaining, Repairing and Insuring accuracy for over more 100 machines.
- Attending Breakdowns and Maintainance.
- Organizing and distributing messages
- Maintaining company schedules
- Organizing documents and files
- Maintaining and ordering office supplies

Reporting to Management:

- Develop and maintain the integrity of the organizational reporting process.
- Coordinate, develop over the daily reporting process.
- Preparation and distribution of internal updates and work reports.

Academic Details:

- Diploma in Mechanical Engineering BTEUP Lucknow (ATMS Group of Institutes) Hapur. (2018 - 2021).
- 10th from PSEB (G.A.D Public Senior Secondary School) Ludhiana (2016- 2017).

Experience:

- DET, Junior Engineer (Mechanical Maintenance) – Echjay Industries PVT LTD. Rajkot (Oct 2021 – Sep 2022)
- Junior Engineer (Mechanical MS Maintenance) – Echjay Industries PVT LTD. Rajkot (Nov-22 to till now

Personal Details:

Date of Birth : 28-AUG- 2002

Father's Name : Raj Kumar Singh

Address : New Shakti Society Main Road, Near Sandipani School, Sant Kabir
Road, Rajkot 360003

Languages Known : English, Hindi, Gujarati, Punjabi.

Rajneesh Singh

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