

SURAJ KUMAR

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Profile Summary

Seeking a permanent employment in an organization, where my leadership, negotiating, and creative problem solving skills can be utilized.

- Manage and motivate production staffs to deliver exceptional work.
- Attend team meetings to discuss about production status and ongoing problems.
- Work with production teams to ensure cost-effective, high quality and timely delivery of products.
- Recommend process improvements to enhance production quality and capacity.
- Plan and assign daily job duties to workers.
- Recommend changes in workflow, operations and equipment to maximize production efficiency.
- Ensure that final product meets quality standards and customer specifications.

Academic Detail:

- **2022: Bachelor of Information Technology** from Doaba College, GNDU University with 6.8 CGPA
- **2019 :** Little flower Senior Secondary school (PSEB)With 69 %
- **2017:** S.A.S High School, Fatehpur (PSEB)with 74 %

TRAINING :-

- 4 Months AUTO CAD training experience in **NICT,CHANDIGARH.**

Career Sketch

KJ STEEL ROLLING MILLS (IT DEPARTMENT)

Experience :

1 Year KJ Steel (IT Department)

Project

- Project Name: NCC Enrollment
- Team Size: 2
- Project Role: Student Enrollment
- Project Detail: A project report of study on various Activities and events Ncc to inform the student.

Technical Skills :-

- Basic knowledge of C, C++, HTML
- Web Designing

Achievements

- Am completing my industrial training in our production(IT department) from 10th June 2021 to from the the KJ STEEL (KJ STEEL ROLLING MILLS Pvt.Ltd) at Village Raowali Pthankot dist-Jalandhar, Punjab (certificate)

Key Skills

- Assurance Management
- Process Enhancement
- Handle Compliance department
- Team Management
- Quality Management
- .Operations Handle
- Problem solving
- Creative and Enthusiast
- Coordinate with others
- Quality Control management

Soft Skills

- Communicator
- Motivator
- Innovator
- Analytical

Process Improvements

- Self-motivated, confident and diligent.
- Perform miscellaneous job-related duties as assigned.
- Good learning ability.
- Sincere, Disciplined and Punctual.

LANGUAGES KNOWN

Hindi and Punjabi,English.

PERSONEL INFORMATION

- Marital Status :- Single (Male)
- Date of Birth 25TH July'2002
- Hobbies Cricket, Running, Gaming, Music, Travelling
- Address : Hous No. 571 Bulandpur Dheer Colony, Nurpur, Jalandhar City Punjab, 144012

NOTICE PERIOD 30days

TOTAL EXPERIENCE 1.8 years

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

SURAJ KUMAR