

VISHAL KUMAR SINGH

PERMANENT ADDRESS:-

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CAREER OBJECTIVE :-

To be a part of such growing organization that can provide me opportunity for individual Growth & development in a process contribution for the betterment of the organization working On challenging & enhance my ability & develop myself.

CURRENT WORK EXPERIENCE:-

- CURRENTLY I AM WORKING AS AN LIC AGENT IN LIFE INSURANCE CORPORATION OF INDIA IN RANCHI BRANCH FROM JULY 2020 TO TILL DATE.

COMPANY NAME :- EHEREX TECHNOLOGY PRIVATE LIMITED.
RANCHI JHARKHAND.

DESIGNATION :- CENTER HEAD JHARKHAND (DDU-GKY PROJECT)
DURATION :- 17TH SEP 2019 TO 30 MARCH 2020 .ESOP CERTIFIED
(7 MONTHS)

COMPANY NAME :- DATAPRO COMPUTER PRIVATE LIMITED.
RANCHI JHARKHAND.

DESIGNATION :- QUALITY HEAD JHARKHAND (DDU-GKY PROJECT)
DURATION :- 17TH JAN 2018 TO 7TH SEP 2019.ESOP CERTIFIED
(1 YEAR 8 MONTHS)

COMPANY NAME :- TECSOUR INFOSERV PVT LTD (DDU-GKY PROJECT)
(JAMSHEDPUR, JHARKHAND)

DESIGNATION :- ASSISTANT MANAGER OPERATION,
DURATION :- 1 Aug 2016 to 31 Dec 2017. (1 YEAR 5 MONTHS)

ACADEMIC QUALIFICATION:-

- Passed Matriculation from N.S.P.S, Jamshedpur CBSE Board in the year 2008 with (52.4%).
- Passed Diploma (EEE) from Thai Moogambagai Polytechnic College, Chennai in the year 2011 With (62.2%).
- Passed Bachelor of Technology, EEE from Netaji Subhash Institute Of Technology, Patna In the year 2016 with (75%).

EXTRA QUALIFICATION:-

- Completed 6 Months DIPLOMA in Computer Applications from ICA EDU SKILLS PVT LTD.
- Basic Knowledge in Computer Application (Ms-word, Excel etc)
- Very Well Know How To Maintained Computer Software & Hardware.

NATURE OF JOB

- Assist Operations Manager in supervising daily operations of organization.
- Develop productive, profitable and achievement oriented working environment for employees.
- Address operational issues and concerns in a timely fashion.
- Supervise operations team to ensure operational excellence and excellent customer services.
- .Educate operations team on best practices, company policies and service excellence standards.
- Develop and maintain operational guidelines for staffs.
- Oversee operational cost, risk and audit activities.
- Assist in interviewing, recruiting, training, performance evaluation, Promotion and termination activities.
- Determine staffing requirements, work assignment and schedules for new projects.
- Perform routine maintenance and repair works for equipment.
- Maintain the facility clean, safe and organized.
- Evaluate inspection reports and service tickets and prepare repair invoices.
- Coordinate with General Manager in different operational issues and promotional activities.
- Evaluate current operational strategies and recommend improvements.
- Generate operational reports for management as needed.
- Provide support to the operations manager in the day to day running of the organization.
- Develop work rules and guidelines for company employees.
- Identify what is required for staff to carry out their duties.
- Schedule projects and ensure assignments are carried out as planned.
- Work hand-in-hand with top management staff concerning work/operational issues and other activities.
- Draw up reports regarding operations in the company and pass them to top management whenever it is requested for
- Serve as a guide to fresh employees so as to make sure that they adhere to company rules and that the result of their various tasks meet company standard.
- Oversee financial issues and the development of long term goals that enhance company growth.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to keep clear and accurate records and reports.
- Ability to organize work load and to manage a filing methods and management techniques.
- Good Communication skills.
- Work as part of a team on a regular basis.
- Work and deliver within limited time range or frame.
- Good analytical, problem solving, and organizational abilities.
- Portray good leadership abilities.
- Good understanding of how an administrative setting operates and also knows what is required at any given time.
- Good analytical, problem solving, and organizational abilities.

PERSONAL DETAILS:-

Name : - VISHAL KUMAR SINGH
Father's Name : - MR. SHARDA NAND SINGH
Date of Birth : - 8th July 1992.
Marital Status : - Married
Sex : - Male
Linguistic Capabilities : - English & Hindi.
Nationality : - Indian
Hobbies : - Learning New Things

DECLARATION

I do hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

Date :-

Place :- RANCHI

(Vishal Kumar Singh)