

# DEEPAK KUMAR

STORE KEEPER, PLANT AND MACHINERY ASSISTANT, MIS, HIRE BILLING

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Office Cell ☎: 9131649178

## ADDRESS

### Permanent Address:

Vill. - Murawal (Ekla)

P.O.- Fatehullahpur

Distt. - Ghazipur

Uttar Pradesh

233302



08574936568

## OBJECTIVE

Seeking a responsible post with an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company.

## QUALIFICATION

- ❖ **Diploma in computer Application** from Info-Tech Computer Centre, Ghazipur, Uttar Pradesh in September 2007.
- ❖ **ITI (Trade – Electrical)** from Govt. Industrial Training Institute, Tulsi Sagar, Ghazipur, Uttar Pradesh with an Aggregate of **96%** in July 2009 (theory) & **91.8%** in July 2010 (Practical)
- ❖ **XII Std** from Subhash Inter College (U.P Board), Ghazipur, Uttar Pradesh with an aggregate of **56.8%** in May 2007.
- ❖ **X Std** from Subhash Inter College (U.P Board), Ghazipur, Uttar Pradesh with an aggregate of **64.5%** in June 2005.

## KNOWLEDGE OF WEB SERVICE

- ❖ Enterprise Information Portal (**EIP**) – **LARSEN AND TOUBRO LIMITED**
- ❖ Systems Applications and Products (**SAP**) – **DILIP BUILDCON LIMITED**

## COMPUTER SKILLS

➤ **Very well Knowledge of MS Office. (Excel, word, note pad, power point and paint)**

<b>WORK EXPERINCE</b>	
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Company	<b>Larsen &amp; Toubro Limited, Construction</b>
Project	Four Lanning of Beawar, Pali to Pindwara Road Project. 240.05 KM
Period	<b>From 09<sup>th</sup> APRIL 2012 to 16<sup>th</sup> SEPTEMBER 2015</b>
Role	Electrician cum P&M Assistant – Information System
Responsibilities	<ul style="list-style-type: none"> <li>✓ Ensuring availability &amp; up-keeping manuals &amp; Technical Documents like, Drawing &amp; Part Catalogue.</li> <li>✓ Analyzing Equipment wise operating cost (Monthly).</li> <li>✓ Identification &amp; reporting of Non-moving &amp; surplus spares.</li> <li>✓ Keep records of Maintenance tasks. Any major deviation is to be highlighted.</li> <li>✓ Responsible for preparation of various MIS reports covering areas of equipment performance, plant cost, repair history &amp; other statutory requirements.</li> </ul>
Company	<b>Larsen &amp; Toubro Limited, Construction</b>
Project	Four Lanning of Rewa, Katni, Jabalpur to Lakhanadon Road Project. 287.0 KM
Period	<b>From 01<sup>st</sup> OCT.2015 to 23 JAN 2020</b>
Role	PLANT & MACHINERY Assistant – Information System
Responsibilities	<ul style="list-style-type: none"> <li>✓ Plan and carry out periodical maintenance on the equipment as per recommended periodicity and 'site conditions.</li> <li>✓ Monitor maintenance tasks to ensure timely execution.</li> <li>✓ Check on availability of maintenance spares and consumables at stores so that minimum stock level is always maintained to avoid downtime.</li> <li>✓ Planning &amp; control of spares procurement, consumption, stock and obsolescence.</li> <li>✓ Ensure proper operation and preventive maintenance of all equipment.</li> <li>✓ Ensure all procedures, laid down by Management are being implemented and adhered to.</li> <li>✓ Ensure all reports needed by the system are prepared and submitted to concern in time.</li> </ul>

Company	<b>Dilip Buildcon Limited</b>
Project	Six Lanning of Bundelkhand Expressway Project Pkg-06. 45.00 KM
Period	<b>From 30 JAN 2020 to Till Date</b>
Role	<b>Store Keeper - Mechanical</b>
Responsibilities	<ul style="list-style-type: none"> <li>✓ Plan and carry out periodical spares inventory maintaining as per recommended site conditions.</li> <li>✓ Monitoring spares and bulk materials stock to the particular department.</li> <li>✓ Check on availability of spares and consumables in stores so that minimum stock level is always maintained.</li> <li>✓ Planning &amp; control of spares procurement, consumption with the concern department.</li> <li>✓ Ensure proper tagging and packing spares of the all equipment which is stored on rack in Store.</li> <li>✓ Ensure all procedures, laid down by Management are being implemented and adhered too.</li> <li>✓ Ensure all reports needed by the system are prepared and submitted to concern on time.</li> <li>✓ Proper maintainence of MR register and Material Inward Register.</li> </ul>

## WORKING AREA

### Maintenance Skills

- ✓ 3 Phase Induction motor repairing and Assembling.
- ✓ MCBs, RCCBs, ELCBs, MCCBs, MPCBs, OLRs, well knowledge of their operations.
- ✓ In industrial fields: - Operating knowledge of Gantry Crane, Batching Plant, and WMM Plant and Electrical panel wiring well knowledge also.
- ✓ Well knowledge of house wiring and Industrial wiring.
- ✓ Well knowledge L&T switch gear maintenance and Repairing like Changeover switch, TPN, MCCB, MPCB & etc.
- ✓ Well knowledge of work shop based Repairing & Maintenance.
- ✓ In Mechanical fields also well knowledge to do preventive maintenance of Equipment like Motor Grader, Vibratory Soil Compactor, Tandem Vibratory Rollers, Mini Tandem Rollers, Slip form Paver (PQC), Paver Finisher (BDM,WMM & DLC), & others earth Moving Equipment.

### EIP Skills

- ❖ Well knowledge of L&T EIP (Enterprise Information Portal)
- ❖ Material Request (MR), Purchase Order (PO), Asset Management Systems (AMS)
- ❖ In MR Module MR creation, editing, view and cancellation`s well knowledge.
- ❖ In PO Module PO view, PO creation good knowledge

- ❖ In AMS Module Assets Log Sheet Entry, Log sheet Editing, Down Time Creation, Repairing Commissioning creation, Equipment Failure Reports Creation & All others activities.
- ❖ L&T ISO Document's Records Maintaining & Timely Review.
- ❖ All reports Equipment related like - MPR (Monthly Performance Report), EMFC (Equipment Monthly Fuel Consumption), Plant Productivity Report, ATR (Asset Turnover Ratio), MRM, DRM, DG Productivity, S-3 (Plant And Machinery), Workmen & Staff List, Diesel Issued Record, CP (Cost of Plant), Hire Asset Monitoring And Utilization, Hire Cash Flow Out, P&M Costing, Audit Reports, Material Management – MR, PO, MRN, and etc.
- ❖ GPS tracking of Assets and Their status, GPS Installation work and Handling all activities of GPS.
- ❖ AIS (Asset in Sight) – IOT – All Reports Generating, Review and Handling them.
- ❖ All Cluster, Site reports preparing and providing to Respective Person or Department.

### **SAP Skills**

- ❖ Material Goods Received Note (GRN), Reservation creation, reservation issuing, Display, Cancellation, Stock Transfer Posting, GRN soft copy uploading in SAP,
- ❖ Materials Bar code printing, PO preview, Invoice viewing.
- ❖ Materials STO (site transfer order) creation.
- ❖ Interaction with vendors for the materials delivery at destinated point.
- ❖ Stock checking and downloading.

### **PERSONAL INFORMATION**

Name	Deepak Kumar
Date of Birth	15 <sup>th</sup> July 1990
Marital Status	Married
Nationality	Indian
Language Known	English, Hindi.
Strength	Honesty, Hardworking, Positive attitude.

### **DECLARATION**

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

**Date: 22.05.2020**

**Place: Etawah, Uttar Pradesh**

**(Deepak Kumar)**