**RESUME**



**Nitish**

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**Career Objective:**

To gain the position of an electrical/Electronic maintenance supervisor with a view to utilize my educational background and experience in an establish organization for its well working. Where my skills and knowledge will be put into tests to the true range of efforts.

**Core Competencies:**

* Effective communicator with strong oral and verbal communication skills especially in English and Hindi
* Good in handling manpower for maintaining quality of service

**Personal Details:**

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| **Name** | **:** | **Nitish** |
| **Date of Birth** | **:** | **23/04/1990** |
| **Martial status** | **:** | **Unmarried** |
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**Visa : Visiting visa till 04.11.2017**

**Educational Summary:**

* **Diploma:** In *Electronics and communication Engineering* scored 54% from technical education board of Gujarat in the Dec 2011.
* **B.Tech:** In *Electronics and communication Engineering* scored 64% from Rajasthan Vidyapeeth University the Dec 2014.
* **Polytechnic Training:** Silicon Technologies, Vapi.

**Professional Experience:**

**Organization:** RMCL Corporation.(Project).(6 Months after Completing Diploma) **Designation:** Electrical Maintenance Technician.

* Responsible for monitoring and coordinating the maintenance of electrical controls and equipment.
* Perform responsibilities of conducting corrective and preventive maintenance of electrical equipment and their controls.
* Working in areas of commissioning electrical equipment that were being installed at that time.
* Handle responsibilities of operating procedures, specifications of equipment and the standards of materials.
* Play the role of a technical supporter to other departments in critical engineering matters.

**Professional Experience:**

**Organization:** Deep Enterprise., Somnath.

**Designation:** Administrator.

* Responsible for monitoring and coordinating the Supply of Foil Papers Manufactured Here.
* Perform responsibilities of Keeping Record of Taxes, Transportation of Goods.
* Responsible for dispatch of materials.
* Tracking and confirmation of goods receiving and delivering.
* Preparation of invoices of goods to be delivered.

**Computer Skills:**

* Microsoft excel, word, powerpoint and internet.