

CURRICULUM VITAE

PUNIT BHARDWAJ

VPO SAMPLA, BERI ROAD
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HARYANA - 124501

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OBJECTIVE

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

PROFESSIONAL QUALIFICATION:

- B.Tech in Mechanical engg. from Maharishi Dayanand University Rohtak 2015 with 71% in the first division securing 4311 marks out of 6100.
- In the 8 th semester 6 months industrial training /institutional project work marks 286 out of 300.

ACADEMIC QUALIFICATIONS:

- 3 year diploma in Electronics & communication engg. from Sampla june 2012 with 71% in the first division securing 5027 marks out of 7175.
- 10th passed from HBSE in 2008 with 74%

COMPUTER PROFICIENCY:

1. Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel
2. 1 year computer diploma from NICT by Govt. recognized.
3. Knowledge of Powerpoint, Wordpad .
4. Excel – Table development
 - Spreadsheet Accuracy
 - Knowledge of Excel Advanced Features.
 - Proficiency with Microsoft Dynamics.
 - Build Script, Add-ons, Macros, Mail merge.

KNOWLEDGE OF JAPANESE TOOLS

- **5S-** is a housekeeping methodology for the shop floor. There are five rules for housekeeping of lean a environment and they help to expose waste and support the discipline needed to implement the Toyota

production system. It will not have the discipline to complete Standard Work Pull System and other lean Techniques.

They are five S are described below:

Seiri (Organisation)

Seiton (Orderliness)

Seiso (Cleanliness)

Seiketsu (Standardization)

Shitsuke (Discipline)

- **Andon** : Simply means light in Japanese.
- **Automation** : Employing machine to do the work of people. The steam engine and automation that it enable was the backbone of the industrial revolution.
- **Batchproduction** : It contrast to One Piece flow, Batch production is a mass production practice developed by *Henry Ford* .

PROFESSIONAL EXPERIENCE:

- Just a Fresher
- 3 month Internship from Indian railway

SKILLS:

- Good Communication Skills.
- Easily negotiate with other people.
- Have high level of persuasiveness.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills.

Extra-Curricular Activities:

- Played Games at college & school level.

PERSONAL INFORMATION:

Father's Name: Sh. Suresh kumar
Marital Status: Unmarried
Sex: Male
Date of Birth: 10.12.1992
Language Known: English & Hindi
Nationality: Indian
Strength: Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner
Hobbies: Internet Surfing, Reading Newspaper, Playing Cricket, Football etc.

DECLARATION:

I hereby inform you that all the statement made above are true the best of my knowledge and belief.

(Punit Bhardwaj)