**Cover letter**



Dear, Sir

I am writing to express my interest in joining your team as per company norms in Electrical and Instrumentation Maintenance. My resume is enclosed for your review and consideration. To describe myself in a nutshell, I am hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

I have an experience in Electrical & Instrumentation Maintenance Engineer;my previous companies were Jai Balaji Industries Limited Unit 3RD(A Flagship companies of Jai Balaji Group), Durgapur (West Bengal) and A.G. International, Baddi (Himachal Pradesh).

I am an innovative thinker, able to apply analysis and creativity to problem solving. I am a highly personable, self-motivated and diligent individual with flexibility to adapt to new situations. Driven by high energy levels and technical competence I am confident of making visible contribution to company’s growth and profitability objective.

A tour through my enclosed resume shall take you through the details and I am confident, in my credentials you would find a perfect fit for the said job. Thanks for sparing your time. Professionally I am looking for an opportunity that will help me utilizing my skills in the above areas. My detailed resume is enclosed herewith for your kind perusal and consideration. I would welcome a personal meeting to further discuss your requirements and my ability to meet the same.

Thanking you for your consideration and forthcoming response.

Yours Sincerely

**Last CTC**: - 4.60 LPA

(SANJEEV KUMAR)

**Enclose: - CV**

**Curriculum Vitae**

**SANJEEV KUMAR**

Mob No. +91-9045308835, 7417757034

Email- sanjeevxbs1987@gmail.com

**Carrier Objective:**

Seeking a position to utilize my skills and abilities in Process Industry that offers professional growth and challenging Environment.

**Responsibilities:**

* Planning of preventive maintenance job & shutdown jobs.
* Manpower handling and daily job allotment.
* Indent materials &equipment’s.
* Documentation work.
* Planning and preparation of new project jobs.

**Key skills:**

* Electrical breakdown maintenance of Induction Furnace, Mg. Converter, CCM, EOT Cranes (7.5T to 63/25 T) & Annealing Furnace (for Hot Zone).
* Preventive Maintenance of Induction Furnace, Converter, CCM, EOT Cranes (7.5T to 63/25 T) & Annealing Furnace (Hot Zone).
* Maintenance and troubleshooting of A.C Drives and D.C drives of Siemens make.
* Calibration of the controllers.
* Breakdown handling of 4000kw 20MT Induction furnaces.
* Breakdown handling of Centrifugal casting M/c with AC&DC drives control and PLC Siemens Simatic S7-300 configurations.
* Troubleshooting and program modification job in SIEMENS& Mitsubishi PLCs.

**Work Experience Summary:**

**Company:** Jai Balaji Group (Integrated Steel Plant), Durgapur (West Bengal).  
**Nature of work:** Electrical & Inst. Maintenance (Ductile Iron Pipe, Division)   
**Designation:**Engineer – E&I Maintenance.  
**Period:** From July 2012 – November 2016.

**Company:** A.G. International / Rubicon Polymer Ltd. Baddi (H.P.).

**Nature of work:** IQC, PQC, OQC Etc.  
**Designation:** QA/QC Engineer.  
**Period:** May 2008 - June 2012.

AG International is a sister concern company of United Himalayan Industry, Parwanoo (H.P.) Manufacturing CFL & HID Lamps.

**Technical Qualification:**

* Bachelor of Technology (B.TECH.) in **Electronics & Comm. Engg.** From Faculty of Engg. & Tech. (GurukulaKangri University, Haridwar) in the year (2004-2007) with first division.
* Diploma in **Electronics Engineering** from K.L.PolytechnicRoorkee affiliated to UBTE Roorkee in the year (2001-04) with first division.

**Industrial Internship:**

* Undergoing Three month industrial training in **Industrial Automation** (PLCs Programming, SCADA) from IITP Automation Pvt. Ltd. New Delhi.
* Undergoing Three month training in **IBM Mainframe Technologies** (COBOL, JCL VSAM DB2 & CICS) from “High Technologies Solutions” NEW DELHI.

**Curricular Activities:**

* Having NCC ‘B’ certificate from 3UACTR IIT Roorkee
* Having volleyball championship participate certificate from CBRI Roorkee.

**Personal Details:**

Father’s Name : ShriNathi Ram

Date of Birth : 03 Jan, 1987

Marital Status : Married

Sex : Male

Nationality : Indian

Languages Known : Hindi, English

Permanent Address : H.No.-620/2 chaw mandi Roorkee 247667, Uttarakhand.

Mob no. : +91-9045308835, 7417757034 **[INDIA].**

E-Mail ID : [sanjeevxbs1987@gmail.com](mailto:sanjeevxbs1987@gmail.com), sanjeevkhatri001@gmail.com

**Passport No**. : G6905968 (valid from year 2008 to 2018).

**Place: -** Roorkee  **Sanjeev Kumar**