

Gurpreet Singh

Village and Post Office- ~~Takhatgarh~~
Tehsil- ~~Anandpur Sahib~~, District- Ropar
Punjab-140119
Contact number +91 9877082297, +91 9780670786
Gurpreetgps18@gmail.com



Skills

- Ability to have positive attitude towards given tasks.
- Quick learner and team working qualities.
- Good written and verbal communication skills.
- Knowledge of Microsoft Applications and SAP

Education

December 2015 - December 2017

Lovely Professional University, Jalandhar - MBA in Operations Management.

August 2011 - April 2014

Punjab Technical University, Jalandhar – B. Tech in Mechanical Engineering from IET Bhattal College in Punjab.

August 2008 - August 2011

The Punjab State Board of Technical Education and Industrial Training, Chandigarh – Diploma in Mechanical Engineering from Rayat Polytechnic College in Punjab.

April 2007 - March 2008

Punjab School Education Board, SAS Nagar – Matriculation Education from New Model High School, Ropar in Punjab.

Experience

May 2022 – to Present date

Bhakra Hyundai (Hyundai Motors Dealership), Punjab – Senior Service Engineer

- Conducting service of vehicles and maintaining the records.
- Emphasis of problem solving in vehicles within time limits.
- Placing orders of warranty and spare parts.
- Promoting sales of car parts and accessories for meeting company targets.

April 2021 – April 2022

Cheema Boilers Limited, SAS Nagar, Punjab – Project Engineer

- Preparing, scheduling and monitoring the assigned projects of boilers.
- Ensuring the project progress with respect to desired work scope.
- Interacting with clients to listen to their issues and solving the same for better services.

February 2015- December 2018

Indo Farm Equipment Limited, Baddi, Himachal Pradesh – Assistant Engineer (Served in the departments of Store, Production Planning Control and Service department)

- Develop and implement policies for better store management.
- Ensuring proper movement of materials to production lines.
- Making production plans according to the sales plan.
- Maintaining proper stacking of material bins according the requirement.

- Maintaining the methods of FIFO and LIFO.
- Planning of work force for achieving targets.
- Demonstrating and representing products.
- Attending trade exhibitions and meetings.
- Promoting the sales of crane and tractor accessories.
- Planning of servicing scheduling of Pick N Carry Hydraulic Cranes.
- Rectifying the issues of within warranty or out of warranty machines
- Working in tandem with Spare Parts Department for sales of spare parts of Hydraulic Cranes.
- Coordination with Vendors for betterment of quality of machine parts
- Dealer handling for sales of spare parts and assisting them for servicing, maintenance of cranes along with providing technical assistance.
- Drive and escalate issues to Quality Assurance, Engineering, and Production department for service resolutions.
- Monitor and summarized top issues in monthly basis FSR and preparing reports.
- Maintaining good records of complaints, solutions of Hydraulic Cranes.
- Improving customer's relation by solving their issues within given time limits and effective communication.
- Conducting Pre-Delivery Inspection of Hydraulic Cranes for eliminating possible errors in order to provide good product to the customers.

July 2014 – January 2015

Raj Motors (Mahindra Dealership), Ropar, Punjab –Service Advisor

- Conducting service of vehicles.
- Emphasis of problem solving in vehicles within time limits.
- Maintaining the service records.

Personal Details-

DOB- 18th January 1992

Father's Name- Mr. Darshan Kumar

Marital Status- Unmarried

Nationality- Indian

Languages- English, Punjabi, Hindi

I, hereby declare that all information mentioned above is correct and true to the best of my knowledge.



(Gurpreet Singh)