

RESUME

Personnel Details

Name : Partap Chand Kuthyal

Father's Name : Late Sh. Hari Ram Kuthyal

Mother's Name : Late Smt. Sandhi Devi

Date of Birth : 27-03-1965

Martial Status : Married

Languages Known : Hindi, Punjabi & English

Permanent Home Address : Flat No. Y-803, Jalvayu Tower, New Sunny Enclave
Sector 125, Kharar, Greater Mohali (Punjab),
Pin- 140301.

Mobile Numbers : 78886-53562 & 70873-00647

E-Mail ID : pckuthyal@gmail.com



Academic Qualifications

- ✓ Master of Arts (Public Administration) in April 2004 from Jai Narain Vayas University, Jodhpur (Rajsthan), secured Second Division.
- ✓ Bachelor of Arts from Punjab University, Chandigarh in April 1989, secured Second Division.
- ✓ Pre-Engg. from Punjab University, Chandigarh in Sep 1983, secured Second Division.
- ✓ Matriculations from Punjab School Education Board in March 1981, secured First Division.

Professional Qualifications

- ✓ Diploma in Mechanical Engg.(Upgraded and equivalent to Degree in Mechanical Engg. From Mechanical Training Institute, Chennai in August 1988, secured First Division.
- ✓ Advance Diploma in Software Engg. & System Analysis from National Institute of Technology & Management, Chandigarh in January 1998, secured First Division.
- ✓ Diploma in Industrial Co-operative Management from Regional Institute of Co-Operative Management Chandigarh, secured First Division.
- ✓ Technical Supervisor Course from Mechanical Training Institute, Chennai, secured First Division.

Experience Chronology

Indian Air Force:- From 27 March 1984 to 31 March 2010 as Junior Mechanical Engg. (Maintenance).

Technical

- ✓ 26 Years of work experience in different locations within India.
- ✓ Authorized to carry out Maintenance activities on Aircrafts, Helicopters and other allied components.

- ✓ Handling of Snag Analysis, Rectification and Maintenance of Ground Equipments.
- ✓ Inventory Management, Procurement of Spare Parts, Tools & Testers and other Ground Equipments.
- ✓ Planning, Co-ordination, Implementation and monitoring of organizational task to achieve the target.
- ✓ Conducting On Job Training classes for the Technical Personnel.

Administrative

- ✓ Management of Manpower, planning & deployment, supervision, motivation to achieve the required target.
- ✓ Local Purchase, pricing & budgeting of spare parts.
- ✓ Planning & Co-ordination in case of mobilization.
- ✓ Maintenance of machineries Log Book, accounting of fuel consumption, engine running record and of consumable items.
- ✓ Regular counseling of workers about work performance, feedback and to know about their problems and to resolve at appropriate level.
- ✓ Liasioning with the other organizations.
- ✓ Maintaining office documents and correspondence all types.
- ✓ Handling discipline activities and preparing Annual Confidential Reports of the personnel.
- ✓ Security of premises, control of security staff and other working staff.
- ✓ Management of Fire Fighting System.

TATA MOTORS

From 01 Jul 2010 to 30 Jun 2011, Total -01 year as Asst Spare Parts Manager in Industrial Areas Phase II Chandigarh. (Joshi Auto Zone).

- ✓ Planning, Coordinating & Monitoring of Spare Parts of Four Wheelers at the Dealership.
- ✓ Liasioning with the Part Managers of nearby Dealership for availability of Spare Parts in case of any urgent requirement.
- ✓ Maintaining high Customers satisfaction with availability of all types of spares of all models.
- ✓ Maintaining minimum inventory with maximum number of rotation & clearance of dead stock.
- ✓ Checking and updating of inventory regularly.
- ✓ Reporting to Deputy General Manager (Service).
- ✓ Awarded best inventory Management Award in the entire North Zone from TATA Motors.

Multifuel Management Private Limited From 01 Jul 2011 to 30 Jul 2014, as Area Manager

- ✓ Deployed as Area Manager with reporting to Director & Advisor.
- ✓ Heading the unit independently with a task to collect & store solid agricultural waste from the surrounding areas for power generation.
- ✓ Maintaining the complete agricultural machineries in serviceable condition, such as Harvester machines (Model 2090A from China), Tractors & Trolleys (New Holland), Bailers & Cutter and Briquetting machines.
- ✓ Recruitment and augmentation of manpower better utilities.
- ✓ Deployment of Field staff for liasioning and more input for achieving the target.
- ✓ Leading the team of 50 Manpower.
- ✓ Liasioning with external agencies for smooth functioning of the unit.

P.K. Industries Chahal, Kurali (Punjab). As Admin Manager w.e.f 01 Aug 14 to 15 June 2015

- ✓ Deployed as Admin Manager with reporting to Chairman-cum-Managing Director.
- ✓ Looking after General Administration, Recruitment, Maintenance Activities, Store activities & Material Receipt / Dispatch.
- ✓ Liaisoning with the Vendors / Parties for purchase of materials.
- ✓ Supporting the Account Staff for clearance of Bills.
- ✓ Co-ordination among different heads for smooth functioning of Plant.

TUV Rheinland NIFE Academy Pvt. Ltd. (German MNC) w.e.f. 18 Jun 2015 to 30.06.2023

- ✓ Initially appointed as Faculty in the Chandigarh Branch for imparting different vocational courses to the students in Fire and Safety Engineering as approved by NSDC and later on as Branch Manager for Chandigarh Branch with additional responsibilities of Ludhiana Branch (Punjab).
- ✓ Responsible for course scheduling, conducting of examinations, submission of different Academic reports, counseling, motivating & correspondence related to the students with the Head Office at Kochi (Kerala).
- ✓ Co-ordination with Head Office and other branches for smooth functioning of the institute.
- ✓ Organizing Seminars, Sales & Marketing activities in different areas related to Fire & Safety.
- ✓ Re-designated to Placement Officer w.e.f. 01.01.2019. Responsible for placement of passed out students who have undergone programmes in Fire & Safety.
- ✓ Assigned as Fire & Safety Trainer for TUV Rheinland (India) Pvt. Ltd for Gurgaon, Noida, Mumbai, Ahmedabad and Vadodara locations.
- ✓ Re-designated to Manager Franchisee Development for Zone-IV business operations. Assigned the responsibilities of supporting the business for Okhla Branch (New Delhi), Zirakpur Branch (Punjab), Pune & Nashik Branches (Maharashtra).
- ✓ The top management decided to close down TUV Rheinland NIFE Academy Pvt. Ltd., effective June 30, 2023. This decision has been made solely for business reasons, as per the directions of the Global Head Quarters.

Core Strength

- ✓ Disciplined.
- ✓ Administrative / Management.
- ✓ Strategy Planning.
- ✓ Material Management.
- ✓ Store Management & Inventory Control.
- ✓ Procurement.
- ✓ Production, Planning & Control.
- ✓ Quality Management.

Appreciations

- ✓ By Air Officer Commanding, Air Force Station Jodhpur (Rajsthan) for serving the nation with dedication, sincerity & efficiently.
- ✓ By Air Officer Commanding, Air Force Station Jodhpur (Rajsthan) for exceptional performance in Air Force Run in 2005.
- ✓ Awarded best Inventory Management Award in the entire North Zone from Tata Motors in 2010.

- ✓ Awarded Certificate of appreciation by Department of Transfusion Medicine PGIMER, and state Blood Transfusion Council Chandigarh (U.T) for Blood Donation on 28 Dec 2014.

Regards,

Partap Chand Kuthyal