

# Curriculum Vitae

karan Singh

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## Career Objective

Seeking a position to utilize my skill & abilities that offer professional growth while being resourceful, innovative & flexible to accomplish my goals.

## Professional Qualification

COURSE	INSTITUTION	GRADES/MARKS	DURATION	MODE OF EDUCATION
<b>MBA(HR &amp; Operations)</b>	Swami Vivekanand Subharti University, Meerut	---	Persuing (2017-2019)	DISTANCE
<b>B.TECH(MECHANICAL ENGINEERING)</b>	LOVELY INSTITUTE OF TECHNOLOGY, Phagwara	68	2006-2010	REGULAR

## Educational Qualification

COURSE	INSTITUTION	BOARD	GRADES/MARKS	YEAR OF PASSING
10+2	ST SOLDIER DIVINE PUBLIC SCHOOL	C.B.S.E	53.4	2006
10	ST JOESPH'S CONVENT SCHOOL	I.C.S.E	66	2004

## **Experience**

- Working as **Deputy Officer** in **LOVELY PROFESSIONAL UNIVERSITY, PHAGWARA** from 3<sup>rd</sup> march,2014 to till now
- Worked as **Senior Engineer** in **SAMPOORNA FEEDS MILL, PHAGWARA** from 10<sup>th</sup> april,2012 to 28<sup>th</sup> feb,2014.
- Worked as **Assistant Engineer** in **SUKHJIT STARCH AND CHEMICALS LTD , PHAGWARA** from 1<sup>st</sup> jan,2011 to 7<sup>th</sup> april,2012.

## **Job Responsibilities at LPU**

- To conduct ODL exams as well as regular sessions.
- Maintained sheets record and data concerning regarding it
- To establish the ODL exam centers at different cities of punjab as well as other states
- To evaluates the sheets and maintained the particular award list
- Make packets and arrange sheets according to course code wise .
- Also supervise the evaluated sheets strong room
- Solve the all discrepancy related to results declarations
- Acts as center observer and controller to conduct exam at different centers of punjab and other states
- Maintained the records of re-evaluations and scrutiny of evaluated sheets.
- Data entries of students related to there academics and other personnel information to UMS
- Maintained the all records of Student .
- Also works in question paper printing room as observer and checker.
- Also deals with new admissions of LPU
- Mainly University Tie-Ups with school situated in different location of Punjab and neighboring state.
- Co-ordinate the external agency Exams (likely – bank , railways etc)

## **Industrial Training**

- Documentation related to inspection.
- Preparation of daily progress report with snap.
- Quality Control measures with respect to Storage Tank, pipelines and material handlings.
- Document and manage all QC activities.
- Follow through with implementation plans on all work.

- Keeping management updated related to daily activities.
- Preparation of Bills and Invoices pertaining to the same.
- Planning of fabrication and erection of pipeline in accordance with approved drawing and site survey.

## **Computer Proficiency**

Desired knowledge about Window Vista, Windows XP and good typing speed.

I am comfortable with the following application packages:

- 1 MS Word
- 2 MS Excel
- 3 MS PowerPoint

## **Areas of Interest**

Cooking and work out in gym, Photography, bike riding (travelling)

## **Personal Details**

Fathers Name	: Late Sh. Anil Kumar Singh
Mother Name	: Mrs. Bindu Singh
Date of Birth	: 25 <sup>th</sup> June, 1987
Nationality	: Indian
Gender	: Male
Marital Status	: Married
Hobbies	: Traveling, photography, cooking
Languages known	: English, Punjabi & Hindi
Passport No.	: H6811610 (from 12/ 08/ 2009 to 11/ 08/ 2019)
Pan Card	: EQCPS8541E

## **Declaration**

I hereby declare that the information furnished by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Date

( KARAN SINGH )

Place- Phagwara



