

## **CURRICULUM – VITAE**

**Puneet Kumar**  
**H. No. 1868, Urban State**  
**Sector-4, Gurgaon Haryana-122001**  
**E-mail: puneetkumar8445@gmail.com**  
**Mobile: 9634209758**

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### **Objective**

Assignment in such an organization where I can utilize all my technical skills for the growth of the company and which can provide me ample opportunities for the growth of my career also.

### **Career overview:**

Diploma in Mechanical Engineering with 9 Yrs. Experience of Production Experience in Production and planning activity,  
Having Experience in Manufacturing, Optimization, Assembly, Purchasing, Material Planning, Automobile insurance claim

### **ACADEMIC QUALIFICATION:**

Sr. No.	Class	Board	Year	Division
1	High School	U.P Board	2006	2nd

### **PROFESSIONAL QUALIFICATION:**

Diploma in “**MECHANICAL ENGINEERING**” from Venkateshwara College of engineering Meerut (U.P.) Affiliated to board of Technical University Lucknow in 2012-2013 with 70%.

### **EXPERIENCE.**

1. Bajaj motors ltd. Haridwar Uttarakhand in production departments as a Diploma Engineering training. duration: March. 2014 to March 2016.
2. Rotomac Industry Pvt. Ltd. Kanpur in production department as a production Supervisor duration March 2016 to July 2018.
3. GSC GLASS Limited Greater Noida in production department as a PPC Engineer Duration 10 April 2018 to Aug 2020.
4. Autovikas sales and service Pvt. Ltd.[TATA] Gurgaon in Body shop department as a Body Shop Advisor duration Oct. 2020 to now till working

### **JOB PROFILE:**

Preparing accurate cost estimates for body work and repairs. Scheduling appointments and managing repair timelines. Ensuring customer satisfaction through follow-up after completion of services.

**Roles & Responsibilities:**

- 1.Forecasts goals and objectives for the department and strives to meet them.
- 2.Communicating effectively with customers about repair needs and status updates.
- 3.Preparing accurate cost estimates for body work and repairs.
- 4.Scheduling appointments and managing repair timelines.
- 5.Ensuring customer satisfaction through follow-up after completion of services.
- 6.Keeping records of repair orders, invoices, and customer interactions.

**PERSONAL DETAILS:**

**Name** : Mr. Puneet Kumar

**Father's Name** : Shri Lallu Prasad

**Permanent Address** : Vill. & Post-imiliya (Muskara)  
Teh-Maudaha  
Dist – Hamirpur  
U.P. - 210506

**Contact No.** : +91 9634209758,

**Date of Birth** : 1<sup>st</sup> July 1990

**Hobbies** : Listening Music, Reading Books

**Languages Known** : Hindi & English

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date:**

**Place**

**Puneet Kumar**