

Anuj Jaiswal

+91-8962242248

anujjaiswal204@gmail.com

Anpara, Sonbhadra, U.P. India

Professional Summary

Experienced Operations Manager with over 3 years in commercial vehicle fleet management, now seeking to leverage hands-on experience and technical know-how in a Workshop Manager role. Proven expertise in overseeing preventive maintenance, coordinating large-scale vehicle repairs, supervising technical teams, and optimizing workshop efficiency. Committed to minimizing downtime, ensuring safety compliance, and leading high-performing service operations.

Key Skills

- Workshop Operations & Technical Oversight
- Vehicle Maintenance & Repair Management
- Job Card & Maintenance Scheduling
- Spare Parts & Inventory Control
- Fleet Uptime Optimization
- Vendor & Contractor Management
- Team Supervision & Skill Training
- Cost Monitoring & Service Reporting
- Fleet Management Software (e.g., Tata Motors Fleet Edge, WheelsEye, Ashok Leyland I-Alert)

Professional Experience

Operations Manager – Commercial Vehicles

Sunermani Enterprises,
Anpara, Sonbhadra, U.P.
May 2022 – June 2025

- Managed a fleet of over 12+ commercial vehicles with full responsibility for preventive and corrective maintenance.
- Collaborated directly with workshop teams and vendors to handle repairs, annual inspections, and emergency fixes.
- Introduced structured job card systems and maintenance schedules to reduce downtime and track technician productivity.
- Led a team of 30+ Staff like Operator, mechanics and service advisors, improving performance through training, monitoring, and SOP adherence.

- Reduced repair turnaround time by 20% through streamlined vendor coordination and faster parts sourcing.
- Implemented spare parts tracking that reduced waste and improved inventory accuracy.

Project Engineer – Mechanical Work

A.K. Enterprises,
Waidhan, Singrauli, M.P.
October 2020 - April 2022

- Assisted with identifying projected costs and operations specifics.
- Worked closely with project managers and engineers to ensure project needs were fulfilled and budgets were honored.
- Monitored progress of projects and reported any issues to senior managers.

Planning Engineer – HVAC Work

Anemo Prime Pvt. Ltd.,
Sector 10 A, Gurgaon, Haryana
July 2019 - September 2020

- Attended meetings to discuss projects to client, contractors & other engineers.
- Planned and directed the execution of various projects.
- Analyzed problems and offered mechanical solutions to existing problems.

Education

B. E. in Mechanical Engineering
Laxmipati Group of Institute,
Bhopal , madhya pardesh - 2015 to 2019

Certifications

- Thermal Power Plant Turbine Division Training
- Fleet Maintenance & Diagnostic Tools

Tools & Software

| Tata Motors Fleet Edge | WheelsEye | Ashok Leyland I-Alert Fleetio | MS Excel | MS Word |

Languages

English, Hindi