

Hardworking splicer bringing 3 years of experience performing diverse maintenance and repair duties. Dedicated to maintaining optimal equipment functionality by managing routine and complex equipment and facility matters. Strong knowledge of hand and power tool operation and safety measures.

Skilled Maintenance Technician adept at interpreting blueprints, developing schedules and overseeing team operations. Well-versed in managing workflow and delegating tasks to meet objectives.

Offering 2.6 years of repair and maintenance expertise with proven history or hard work and dependability.

Versatile Team leader skillful in troubleshooting with top-notch repair knowledge and technical expertise. Accustomed to reviewing highly technical documentation to assess scope and develop repair strategy. Focused, reliable and results-driven with good safety records and attention to detail.

Reliable employee seeking team leader position. Offering excellent communication and good judgment.

Dedicated MUKHYAMANTRI LAGHU AND KUTIR UDYAM VIKAS BOARD professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Reliable professional with 2+ years of experience handling Programme needs. Knowledgeable, dedicated and offering superior skills in Handle customer, maintain daily routine and new update with short meeting.

## Work History

2018-07 -  
2022-03

### Maintenance Technician

OFC&M, Giridih

- Reviewed technical documentation to complete equipment maintenance and repair.
- Worked frequently with mechanical and plumbing systems to complete knowledgeable inspections and skilled repairs.
- Trained junior maintenance professionals on correct repair and cleaning procedures.
- Troubleshot equipment breakdowns and performed preventive maintenance.
- Checked for storm damage around property and contacted supervisor with findings.
- Completed partial or full dismantling of equipment to quickly repair or replace defective



# PANKAJ KUMAR SINGH

Fiber Maintenance Of  
Csc Wi-fi Choupal

## Contact

### Address

Giridih, India 815316

### Phone

09570754044

### E-mail

coolboypankaj.kumar@gmail.com

## Skills

Problem solving ability



Excellent

Project estimation and bidding



Very Good

Hand and power tools



Very Good

Equipment installation



Excellent

Blueprint and schematic understanding



components and restore functionality.

- Wrote and revised maintenance procedures.
- Created and followed detailed maintenance schedules for fibre equipment, resulting in 99% in equipment lifetime.
- Installed, aligned and balanced new equipment while managing work of fibre employees.

2018-07 -  
2022-03

## Maintenance Supervisor

OFC&M, Giridih

- Monitored employee work tasks while installing, aligning and balancing new equipment for projects.
- Adjusted machine settings to maximize performance and equipment longevity.
- Provided guidance to management regarding project bids for onsite improvements.
- Organized ongoing maintenance schedules to boost system performance.
- Rolled out improved training programs for maintenance employees.
- Established and documented protocols for preventive maintenance procedures, decreasing equipment issues and reducing downtime 90 %.
- Monitored equipment, tools and system upgrades to compile data into detailed reports for upper management.
- Monitored priorities and liaised between maintenance team and management, delegating tasks to complete on time.
- Managed efficient teams of up to 4 employees.

## Education

2014-09 -  
2017-05

### Bachelor of Arts: Asian History

Vinoba Bhave University - Hazaribagh

2012-06 -  
2014-09

### High School Diploma

Hindi Vidyapith Deoghaar - Deoghar

2008-04 -  
2009-05

### High School Diploma

Pachamba Highschool Pachamba - Giridih

2017-11 -  
2019-12

### Diploma in Elementary Education :

Very Good

Safety awareness

Very Good

Mechanical expertise

Average

## Software

Tally 9

Good

Tally 7

Good

Microsoft Office Word

Excellent

Microsoft Office Excel

Very Good

Microsoft Office Outlook

Very Good

Microsoft Office Access  
point

Very Good

Paint

Very Good

Adobe Photoshop

Very Good

Coral Draw

Very Good

Microsoft Office Power Point

Very Good

Microsoft Office

Good

Adobe Reader

## Diploma in Elementary Education

National Institute of Open Schooling - A24/25  
Institutional Area, Sector 62, Noida, UP

2011-02 -  
2012-05

## No Degree: Diploma in Computer Teacher Training

Perfect Computer Education - Giridih

## Certifications

Team leader, Aegis LTD - 2015

Mukhya mantri laghu and kutir udyam vikas board  
License - 2019

Fibre maintenance, CSC Wi-Fi Choupal - 2022

CME - Certified Maintenance Employee

Diploma In Computer Teacher Training Training -  
2012

## Interests

Working and surfing in computer, Making friend

## Surfing/working in computer, Travelling, Watching comedy

I like surfing in new social media, new site and working in official site as csc portal, digipay, Jhar Bhumi, Mgnrega, etc. And in every month want to travel a new palace to see there for few days like Goa, Rajasthan, Laddakh, New delhi and more popular city, actually I like to travel in historical palace. Whenever I felt alone and free of work i mean no work to di then started watching comedy like The Kapil Sharma Show, comedy circus etc. my best comedy show in The Kapil Sharma Show. After seen The Kapil Sharma Show I feel soo relax.

Very Good

Typing (Hindi & English)

Very Good

## Languages

Hindi

Excellent

English

Good

Khortha

Excellent

Bhojpuri

Good

Maithili

Good

Bengoli

Average