



## **RESUME / CURRICULUM VITE**

### **SATENDRA R. GUPTA**

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#### **OBJECTIVES**

To set and achieve goals in life as it progresses. Take each day at a time and make it a learning experience. Remain truthful and committed.

#### **EDUCATION:-**

S.R.NO.	QUALIFICATION	ISTITUTE /UNIVERSITY	PASSING YEAR	PASSING (%) /GRADE
(1)	X	SHREE KRISHNA HINDI VIDYALAY , BARODA	2008	54.46%
(2)	XII	ASARSH HINDI VIDYALAY BARODA	2010	48.14%
(3)	DIPLOMA IN MECHANICAL ENGINEERING SERVICE	KOHINOOR TECHNICAL INSTITUTE	2017	77.00%

#### **PROFESSIONAL EXPERIENCE (13 Years):-**

1. **KRUSHNAM INFRASTRUCHTER(REAL ESTATE) BARODA, (EXP. PERIOD:2012-2014) and (EXP. PERIOD:2016-2022) 8 YEARS.**

- **Working with clients, contractors, architects, local authorities and external agencies on various renovation and new build projects**
- Performing regular site visits, inspections, audits and surveys.
- Performing general construction duties on sites.
- Supervising junior staff, contractors and subcontractors.
- Working towards strict deadlines, often under continues pressure.
- Overseeing construction works being completed on site.
- Regularly checking progress of works according to the schedule.
- Maintaining safety on site through promoting a safety culture.
- Office assistants provide general administrative and customer support to a division, department, company or individual. Job duties can vary, but they commonly include answering incoming phone calls and emails, responding to

inquiries, greeting visitors and clients and maintaining records and appropriate documentation.

- Ability to manage own workload and supervise the work of others concurrently
- problem-solving approach to work
- Good team working skills and the confidence to lead and motivate a team. Excellent interpersonal, oral and written communication skills.

## **2. PRAMUKH SWAMI FABRICATIONBARODA. (EXP. PERIOD: 2014)**

- Strong mechanical, machine shop and welding knowledge
- Planned, organized and managed/lead work assignments for 25 non-union employees achieving efficiency, productivity and the highest level of performance, quality and morale in the safest, practical manner.
- Maintained safe working environment.
- Meet and or exceed company metrics including safety, quality, cost, and deliver.

## **3. Bharat Construction(Engineering & Contractor), iocl Vadodara .(EXP. PERIOD: 2022-24)**

- **I got the fabrication of structure, handrail, leader etc. done by the work of team members as per the drawing.**
- **Managed employee attendance, performance and appraisal activities.**
- **Worked as per structural framing drawings and required steel detailing for industrial projects.**
- **I will be erection of handrailing Erection of handrail and leader in oil refinery was done by the team member as per the drawing.**
- **The work performed by all team member must comply with government safety regulations.**
- **Leading a team of 28 members while monitoring dispatch activities.**
- **Created and reviewed machine designs including machine layouts and assembly drawings.**
- **Supervised and trained a team of junior to optimize assembly efficiency whilst tracking product lifecycle.**
- **Supervised the work of team members, offering constructive feedback on their work performance..**

### **Technical Skills:-**

- **Well versed MS Excel, MS Word, MS Access, MS Powerpoint.**
- **Efficient in Internet and Basic Computer.**
- **Operating System: Window 7/10 /11**

### **KEY SKILLS**

- Capable of typing 55 words a minute with accuracy
- Excellent knowledge of MS Office (Excel, Word & Paint )
- Knowledge of working with printers and scanners.
- Desk management and book keeping skills.
- Strong communication and interpersonal skills

- Ability to maintain up to date records.
- Good organizational and multi-tasking skills.
- I have a proven ability in effective communication, diagrammatically, verbally and in written form. I have successfully communicated, liaised and worked with various professionals from all backgrounds and with a variety of different skill sets..

**INTERESTS AND ACTIVITIES**

Listening To Music, Reading Book, Playing Cricket, News, Friends.

**PERSONAL DETAILS**

1	NAME	SATENDRA RAMDARAS GUPTA
2	PASSPORT NO.	M7882740
	DATE OF ISSUE & EXPIRY	01 APRIL 2015 TO 31 MARCH 2025
3	DATE OF BIRTH	06 FEBRUARY 1993
4	NATIONALITY	INDIAN
5	MARITAL STATUS	MARRIED
6	PLACE	VADODARA
7	CURRENT CTC	
8	EXPECTATION	
9	LANGUAGE KNOWN	HINDI, GUJARATI, ENGLISH

Place: VADODARA

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(SATENDRA GUPTA)