

KAPIL VERMA - ENGINEER

- ✓ Permanent Address:  43, By Pass Road, Bakaner, Dist. Dhar, MP, 454446
- ✓ Present Address: Maa Pitambara Residency, Bhanwarkua, Indore, Madhya Pradesh
- ✓ Email :  kapilverma107@gmail.com
- ✓ Mobile No :  9754862224
- ✓ Date of Birth : 9th June, 1994



CAREER OBJECTIVE

- ✓ I am looking for a job in such a company where I get a chance to learn, so that I can participate in the growth of the company and I am also satisfied with my work, career and salary. I am looking for such a company where I get to learn from old people.

PROFESSIONAL SYNOPSIS

- ✓ I have studied mechanical engineering, after completing my studies I have worked in some companies, I have worked in some profiles and gained experience, **I have worked at entry level in Quality Control & Inspection, HR & Administration, Back Office, Bulk hiring & Recruitment.**

Quality Control / QMS

- ✓ Worked in automotive company as an engineer in QC dept.
- ✓ Cabin checking, inspection, check sheet and documentation,
- ✓ Vernier Caliper, Paint checking, Chex Projects, ISO 9001, Audits and QMS.
- ✓ Shower Testing of the cabin.
- ✓ Served other customer line, customer – Tirath Agro, Tarle, TIL, Nakoda, etcs.

Human Resource and Administration

- ✓ Worked in HR and admin dept. as an executive.
- ✓ Employee onboarding and documentation, joining and induction, record keeping and file.
- ✓ Supported to the recruitment and payroll team, prepared attendance summary, biometric punching, new employees registration on EPFO portal.
- ✓ Attendance tracking through Paytime Software.
- ✓ Coordination with vendor and third party consultancy.

SKILLS

- ✓ Proficient in English and Hindi, clear communication, mail drafting.
- ✓ Documentation, reports preparation.
- ✓ Recruitment, candidate sourcing, Interview and hiring.
- ✓ Biometric attendance and tracking, attendance summary and salary sheet preparation.
- ✓ Employee Grievances, general admin work.
- ✓ Housekeeping, vendor and suppliers bills verification.
- ✓ QMS, Audit preparation and documentation, inspection, part checking.
- ✓ Measuring instruments knowledge, Vernier caliper, and micrometer.
- ✓ Dashboard and MIS, coordination with sales team and back office work.
- ✓ Procurement and marketing, negotiation skills.
- ✓ Quotation and offers making, maintains professional relationship with clients and suppliers.

COMPUTER PROFICIENCY

- ✓ Basic computers, MS Excel and advance excel, word and Power Point.
- ✓ In Excel _ V-lookup, Pivot Table.
- ✓ Gmail, Zoom, Web browsing, website and portal sign in.

EDUCATION / ACADEMIC HISTORY

- ✓ **Bachelor's Degree in Mechanical Engineering (BE-Mechanical)**
College: IIST, Rau, Indore, affiliated to RGPV University, Bhopal, Madhya Pradesh
CGPA _ 7.75/10
Year of Passing _ June 2017
- ✓ **12th Higher Secondary Exam with Physics, Chemistry, Mathematics**
Board: MP Board, Madhya Pradesh Board of Secondary Education
Percent: 82.4 %, Marks: 412/500
Passing year _May 2012
- ✓ **10th High School**
Board: MP Board, Madhya Pradesh Board of Secondary Education
Percent: 85.6 %, Marks: 514/600
Passing year _May 2010



COMPANY DETAILS & PROFILE & WORK EXPERIENCE

- ❖ **Worked with ICICI Home Finance on Payroll of Sigma staffing,**



Work Location: Indore, Madhya Pradesh

Profile: HCM Coordinator (Human Capital Management)

Salary: 27K per Month, in hand 23,200/- INR

Duration: April 2023 – Jan 2024 (10 months)

Job Responsibilities

- ✓ Prepared Dashboard for bulk hiring and representing recruitment status for west zone.
- ✓ Joining kit submission to HO for the new employees, weekly pendency clearances.
- ✓ Used advance excel, V-lookup, Pivot Table.

- ❖ **ITM Safety Private Limited, Onroll Job, Kandla SEZ**



Work Location: Gandhidham, Gujarat

Profile: Executive - HR & Admin Dept.

Salary: 24,500 per month + Company Accommodation

Duration: April 2021 – March 2023, (1 year and 11 months)

Other Benefits: Leaves (CL, PL, SL), Bonus, Company Vehicle

Job Responsibilities

- ✓ Drafting documents such as offer letter, Appointment letter, Experience letter.
- ✓ Helped in Payroll, Statutory norms and compliances, new employees joining formalities.
- ✓ Attendance, present days and overtime calculations.
- ✓ Housekeeping management and other Administrative tasks.
- ✓ Prepared bonus sheet, attendance summary, coordination for payslip.

❖ **Chetak Auto Engineering Products Co. Pvt. Limited**



Work Location: Pithampur, Sector No. 3, Madhya Pradesh

Profile: Trainee Engineer (NEEM Training), Quality Control

Work Duration: January 2018 – April 2020, (2 years and 3 months)

Job Responsibilities

- ✓ Child parts inspection as per drawings.
- ✓ Checking of cabin as per cheek sheet, shower testing of cabin.
- ✓ QC checks at PDI line for Eicher, Tirath Agro, CNH, TIL.
- ✓ Inspection of Fenders, TIL Tanks, aesthetic QC checking.
- ✓ Following QMS, Paint checking, defects identification.
- ✓ 7 QC tools, Quality dept. board, work customer complain.

INTERNSHIP / TRAINING / CERTIFICATIONS

- ✓ Industrial training from **Kirloskar Brothers Limited, Dewas**, Madhya Pradesh.
- ✓ Industrial training from **Indo-German Tool Room (IGTR, A Govt. of India Society)** Indore.
- ✓ Achieved Online/Digital Certification by TCSION for Soft Skills and Communication.
- ✓ Certification course for Creo 2.0 and 3.0 , CAD Software
- ✓ Certificate of participation in **QEEE Program** held by **IIT Madras**, online classroom session.
- ✓ Certificate of participation in college level robotics workshop organized in association of **IIT Bombay**.

PERSONNEL DETAILS

- ✓ Father Name : Mr. Gulabsingh Verma
- ✓ Marital Status : Unmarried / Single
- ✓ Date of Birth : 9th June, 1994
- ✓ Languages Known : English and Hindi
- ✓ Current Location : Indore, Madhya Pradesh
- ✓ Permanent Address : 43, By Pass Road, Bakaner, Dist Dhar, Madhya Pradesh, 454446
- ✓ Expected Salary : As per company norms

DECLARATION

I hereby declare that all the mentioned details are correct to the best of my knowledge

Place : Indore, Madhya Pradesh, India

Kapil Verma || Engineer