

CHAIN SINGH



PROFILE SUMMARY:

I am a self-motivated and hardworking individual with a positive attitude towards my career and life. I am flexible and adaptable, able to work in any kind of environment, and can perform well under pressure within given time limits. I possess good leadership and communication skills and enjoy working as part of a team.

CONTACT:

Mob: +919805533002

Email: chainsingh2451994@gmail.com

Address:

Village-Ghagoh, P.O., -
Rajpur Jaswan, Tehsil-Amb,
District-Una (H.P.)

Pin Code -177210

CAREER OBJECTIVES:

A motivated and technically skilled Mechanical Engineer seeking a challenging position in the Industrial Sector (Production, Maintenance, Quality Control or Project Planning Supply Chain) where I can apply my Academic and Managerial Experience to contribute to organizational growth and achieve professional advancement.

PROFESSIONAL SUMMARY:

- B.Tech in Mechanical Engineering with **5 years of Experience** in Technical Education and Administration.
- Hands-on experience in **Training, Leadership, and process management.**
- Now aiming to **re-enter industrial operations** and apply technical skills in real-time industrial environments.

ACADEMICS:

Qualification	Board/University	Year	Percentage
CITS (Fitter)	Shaheed Bhagat Singh Pvt. Institute for Training of Trainers, Odhan Road Kalanwali, Sirsa, Haryana	2024-2025	78
B.Tech (Mechanical)	KC Institute of Engineering & Technology Pandoga (Una) H.P.	2011-2015	66
10+2 (Non-Medical)	Gurukul Public Sr. Sec. School Amb Una (H.P.)	2011	60
10th	Gurukul Public Sr. Sec. School Amb Una (H.P.)	2009	60

TECHNICAL SKILLS:

- **Mechanical Systems:** Basic Knowledge of Industrial System and Methods like, 5S System (Workplace Management System), Kaizen (Continuous Improvement), Poka Yoke (Error Proofing), Total Productive Maintenance.
- **Software:** MS Office (Word, Excel,)
- **Soft Skills:** Leadership, Teamwork, Time Management, Communication.
- **Instruments Knowledge:** - Proficient in handling basic measuring instruments, including Vernier Calipers, Micrometers, Vernier Height Gauge and other precision tools.

WORK EXPERIENCE:

Employer: Angel Pvt. ITI Patehar, Una (H.P).

Designation: Principal

Duration: 01st July, 2021 to 31st Aug 2024

Employer Profile: Industrial Training Institute.

Roles & Responsibilities:

➤ **Academic & Administrative Management**

- Managed overall administration and daily operations of the ITI institute.
- Planned and implemented academic calendar, training schedules, and examination plans.
- Ensured proper implementation of NCVT curriculum and training standards.
- Supervised student attendance, discipline, and performance evaluation.

➤ **Staff Supervision & Coordination**

- Supervised and guided instructors and support staff for effective training delivery.
- Conducted staff meetings and performance reviews to ensure quality teaching.
- Motivated and trained faculty for skill development and teaching improvements.

➤ **Quality & Training Management**

- Ensured adherence to **DGT / NCVT standards** and quality parameters.
- Monitored workshop activities, tool maintenance, and safety standards.
- Promoted **5S, Kaizen, and TPM practices** in workshops for better productivity.

➤ **Industry Interaction & Placement**

- Coordinated with local industries for **apprenticeship and placement** opportunities.
- Organized **industrial visits, MoUs, and campus interviews** for trainees.
- Promoted skill-based learning and practical exposure through live projects.

➤ **Record Keeping & Reporting**

- Maintained institute records, attendance, and trade-wise progress reports.
- Prepared reports for DGT, SDIT, and other government departments.
- Handled audit compliance, inspection reports, and documentation.

➤ **Development & Infrastructure**

- Managed procurement of tools, equipment, and consumables as per DGT norms.
- Ensured proper utilization and maintenance of institute resources.
- Worked on continuous improvement of infrastructure and training environment.

➤ **Clerical & Office Management Work**

- Handled **record keeping, file management, data entry, and documentation** for the institute.
- Prepared and maintained **letters, notices, reports, and circulars** for official communication.
- Managed **student admissions, registration forms, and certificate documentation.**
- Maintained **fee registers, receipts, and stock records** of tools and consumables.
- Experience in **online portals handling** (NCVT, DGT, SIDH, Eakadamik, Apprenticeship, etc.).

Employer: Angel Pvt. ITI Patehar, Una (H.P.).

Designation: Instructor Mechanic Auto Electrical & Electronics & Mechanic Motor Vehicle

Duration: 03 October 2019 to 30 June 2021

Employer Profile: Industrial Training Institute.

Roles & Responsibilities:

- Conducted training sessions, ensuring curriculum compliance and safety standards.
- Assessed trainee performance through tests, practicals, and feedback.

- Developed and updated training materials, manuals, and lesson plans.
- Provided individual support and counselling to trainees for skill development.
- Maintained accurate records of attendance, progress, and performance.
- **Acted as Vice Principal & Clerk (Nov 2020 – Jun 2021), managing all administrative duties in Principal's absence.**

Employer: Modern Pvt. ITI Mairi, Una (H.P.).

Designation: Automobile Instructor.

Duration: March 2019 to October 2019

Employer Profile: Industrial Training Institute.

Roles & Responsibilities:

- Conducted training sessions, ensuring curriculum compliance and safety standards.
- Assessed trainee performance through tests, practicals, and feedback.
- Developed and updated training materials, manuals, and lesson plans.
- Provided individual support and counselling to trainees for skill development.
- Maintained accurate records of attendance, progress, and performance.

STRENGTH:

- Excellent in multitasking between academic, administrative, and clerical responsibilities.
- Skilled in MS Office, record keeping, and data management.
- Disciplined, punctual, and result-oriented work approach.
- Good leadership and communication skills for team coordination.
- Adaptability and quick learning in industrial environments
- Time management and process discipline

WEAKNESS:

- Sometimes focus too much on perfection, which can delay minor tasks.
- Limited exposure to large-scale manufacturing setups (eager to gain experience).
- Need to enhance skills in advanced computer applications and ERP systems.

COMPUTER SKILLS:

- **MS Office (Word, Excel, PowerPoint)** for documentation, report preparation, and data management.
- **Google Sheets, Docs & Drive** for online data handling and file sharing.
- **Email drafting, communication, and official correspondence.**
- **Record keeping, student data management, and attendance tracking.**
- **PDF editing, scanning, and document formatting.**
- **File organization, printing, and report generation.**
- **Windows installation, system formatting, and basic troubleshooting of laptops and PCs.**
- **Software installation, driver updates, and system error fixing.**

ACADEMIC/INDUSTRIAL TRAINING:

Organization: ICML (International Cars & Motors Ltd.), Sonalika, Amb, Una (H.P.)

Duration: 3 Months (Plant Visit & Observation Training)

Training Overview:

- Visited and observed various departments of automobile manufacturing plant.
- Understood **production process flow** from raw material to final vehicle assembly.
- Observed working of **machine shop, welding shop, paint shop, and assembly line.**
- Learned about **quality inspection methods, testing procedures, and safety practices** used in industry.
- Understood **5S system, Kaizen, and workplace discipline** in real industrial environment.
- Gained awareness about **automobile components and manufacturing techniques.**
- Developed practical understanding of **industrial workflow and coordination among departments.**

ACADEMIC PROJECTS:

1. Pneumatic Can Crusher.

Aim: The project can crusher is a device used for crushing aluminium cans for easier storage in recycling bins. While most recyclers don't require you to crush cans, if you do recycle a lot, your normal bin may fill up quickly. The crusher gives you extra space by flattening either single or multiple cans. This project is about designing and fabricating the Recycle Bin Tin Can Crusher to help people to crush the tin and aid easier transportation.

Component Used: Piston, Punch, Frame, Fixed Plate & Pneumatic Cylinder

Key Responsibility: Fabrication, welding, cutting process as well as in Design Concept with all team members.

2. Hydraulic Brake.

Application: A hydraulic brake is an arrangement of braking mechanism which uses brake fluid, typically containing glycol ethers or di ethylene glycol, to transfer pressure from the controlling mechanism to the braking mechanism.

Component Used: Master cylinder (Lever), Lines, Fluid, Slave cylinder (Calliper), Pads, Rotor.

Key Responsibility: Assembly

PERSONAL INFORMATION:

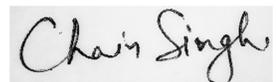
Father's Name:	Kashmir Singh
Date of Birth:	24 May 1994
Marital Status:	Married
Alternate Contact No.	7018290959
State	Himachal Pradesh
Nationality	Indian
Religion	Hindu

DECLARATION:

I hereby declare that the information given in the application is true, complete and correct to the best of my knowledge and belief.

Place: Amb

Date: 29.10.2025



Signature: