



Jaspal Singh



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SUMMARY

Accomplished and creative professional with 6+ years' experience in project management, client relations and production. Proven track record of successfully lending projects, working out production schedules and delivering high quality end products. Proficient in modern day techniques and methodologies.

PERSONAL INFORMATION

D.O.B: 23 March 1991
Nationality: Indian
Marital Status: Single
Visa Status: Visit Visa

SOFTWARE PROFECIENCY

- MS Office Suite with proficiency in MS Word, MS PowerPoint, MS Excel
- AutoCAD
- Revit

EDUCATION



➤ Bachelors of Technology in Civil Engineering

Punjab Technical University

Punjab, India | 2015-2017.

➤ CAD-CAM Course

GNA-IMT Phagwara

Punjab, India | 2014

➤ Diploma in Civil Engineering

PBSTE MOHALI

Punjab, India | 2011-2013.

WORK EXPERIENCE

Production In charge

Kartar Welding Works | Punjab-India

August 2021 – December 2023

Job Responsibilities

Production Planning

- Developed and implemented production schedules, coordinated with departments to ensure the availability of raw materials, equipment and manpower.

Quality Control

- Established and enforced quality control standards, conducted regular inspections and implemented corrective actions to address any quality issues.

Inventory Management

- Managed and controlled inventory levels, implementing tracking system for accurate record-keeping. Coordinated with procurement for timely availability of raw materials.

Safety and Compliance

- Ensured compliance with safety regulations and industry standards. Implemented and enforced safety protocols

Communication

- Maintained effective communication with other departments. Provided regular updates to upper management on production progress

Customer Satisfaction

- Collaborated with sales teams to understand customer requirements. Ensured on-time delivery of products and addressed customer complaints, implementing corrective actions.

LANGUAGES

- English
- Hindi
- Punjabi

INTERESTS

- Travelling
- Board Games
- Cooking

Site Engineer

Singh Construction Company | West Bengal- India

May 2020 - July 2021

Job Responsibilities

- Collaborated with subcontractors, evaluated performance, and facilitated effective communication.
- Maintained accurate project documentation and generated reports on project status and achievements.
- Implemented problem-solving strategies and preventive measures for efficient project delivery.
- Contributed to budget management and financial reporting, providing regular updates to management.

Site Supervisor

Singh Construction Company | West Bengal- India

June 2017 - May 2020 (3 Years)

Job Responsibilities

Project Planning and Execution

- Assisted in developing project plans and schedules.
- Coordinated with on-site teams for the efficient execution of construction projects.
- Gained hands-on experience in managing day to day on-site activities.

Resource Management and Allocation

- Assisted in allocating labor, equipment and materials efficiently.
- Worked closely with procurement to ensure timely availability of construction materials.
- Gained insights into optimizing resource usage to control costs.

Site Supervision and Quality Control

- Monitored the progress of construction activities and conducted regular site inspections.
- Assisted in implementing and enforcing quality control measures.
- Site measurements, Planning and coordinating space management with 2nd party joinery team.