SHRAWAN SINGH

Govind Vihar, Awasiya Colony, Sabalpura, Sikar (Rajasthan) - 332001
Mobile: +91 8875433444 | Email: shrawan3184@gmail.com

PROFESSIONAL SUMMARY

Mechanical Engineering graduate (B.Tech) with experience in technical training, operations management, and administrative coordination. Skilled in supervising technical teams, implementing safety and operational standards, and managing procurement and laboratory infrastructure. Well-suited for the role of Technical Superintendent, with strong leadership, organizational, and technical support capabilities.

CORE COMPETENCIES

- **Technical & Laboratory Oversight:** Equipment maintenance, operations supervision, workshop management, and calibration.
- **Instruction & Training:** Curriculum delivery, technical mentoring, vocational training, and skill enhancement.
- **Operations & Resource Management:** Resource allocation, workforce coordination, inventory control, and logistics.
- **Safety & Compliance:** Enforcing workplace guidelines, occupational safety, operational standards, and emergency SOPs.
- **Digital Literacy:** Proficient in engineering applications, data management, and computer programming foundations.

PROFESSIONAL EXPERIENCE

Instructor | Lend-A-Hand-India

Tenure: 30-Apr-2022 to 18-Jun-2024

- Conducted practical, hands-on technical instruction and vocational training frameworks for students.
- Managed workshop and laboratory equipment inventory, ensuring routine maintenance, safety compliance, and calibration.
- Evaluated technical performance, guided students through practical mechanical assemblies, and prepared comprehensive progress reports.

Lead Consultant (Skill Enhancement & Entrepreneurship) | Learning Links Foundation

Tenure: 01-Jul-2017 to 11-May-2020

- Spearheaded technical skill development programs and supervised regional instructional training frameworks.
- Managed cross-functional operational logistics, budget tracking, and resource allocation for technical training centers.
- Provided strategic direction for vocational skill enhancement initiatives, auditing lab setups for maximum operational efficiency.

Emergency Management Executive | GVK Emergency Management & Research Institute, Rajasthan

Tenure: 21-Jul-2016 to 28-Feb-2017

- Oversaw emergency operational workflows, ensuring real-time response compliance and high-stakes logistics coordination.
- Enforced strict standard operating procedures (SOPs) and managed multi-departmental emergency communication channels.

Shift Supervisor | M/s Gajendra Singh (C/o M/s KEC International Ltd.), Jhotwara, Jaipur

Tenure: 07-Jun-2010 to 30-Sep-2013

- Supervised floor operations, technical shifts, and mechanical/industrial production workflows.
- Coordinated a large workforce of contract laborers, ensuring strict adherence to quality benchmarks, production targets, and plant safety guidelines.
- Acted as the primary technical point of contact during shifts, handling minor equipment troubleshooting and performance documentation logs.

EDUCATION

Qualifications & Specialization	Board/University/Institute	Passing Year	Result
B.Tech in Mechanical Engineering (Regular)	Rajasthan Technical University (RTU), Kota	2025	Completed
MBA in Operations	Recognized Institute	2013	65.00%
Diploma in Computer Applications & Programming	FS-HIRD, New Delhi	2008	60.00%
Higher Secondary / 12th (PCM, Regular)	RBSE, Ajmer	2005	67.36%
Secondary / 10th (All Subjects, Regular)	RBSE, Ajmer	2001	45.00%

PERSONAL DETAILS

Father's Name: Shri Puran Mal

Mother's Name: Smt. Narayani Devi

Date of Birth: 01 December 1981 / 1984 (As per records)

Nationality: Indian

Permanent Address: VPO-Thatawata, Teh.-Ratangarh, Dist.-Churu, Rajasthan - 331022

DECLARATION

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Date: _____

Place: _____

(SHRAWAN SINGH)