

**Neelesh Singh**

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**CAREER OBJECTIVE Exp. 8.5 yr.**

To align personal interests and professional goals by taking charge of responsibility and work for its progress. Achieving good position in Systems and manage to user and client etc in field profession by enhancing my skills and updating myself with newer and emerging technologies. Respected leader of creative teams, multimedia divisions and corporate communications departments.

**PROFESSIONAL EXPERIENCE**

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**Presently working with GAIAGEN Technologies Pvt.Ltd Formerly By (Pest control (India) Pvt.Ltd)  
Jr. Officer (Stock Management) Store and Production.**

**TENURE** Feb 19 to Till

**RESPONSIBILITIES:**

- Marking sure there is always enough production staff of duty to hit target.
- Ensure that staff at all times adhere to site safety procedure Quality and HSE.
- Making sure the production team remains motivated and is hitting there efficiency.
- Assembling and coordinating project staff.
- Strategically plan and manage logistics, warehouse, transportation and customer services
- Arrange warehouse, catalog goods, plan routes and process shipments
- Preparation of GRN.
- Preparing intimation slip to inform incoming material to concerned dept.
- Issue material based on FIFO and FEFO method.
- Stock Maintaining.
- Maintain Record of Books, and inventory related to store and production.
- Ensuring praper stacking and labeling of RM. PM.
- Update Bin Card RM, PM, FG.
- Physical verification.
- Reconciliation

**worked with Nokia Solution Ltd. As BTS Project Coordinator role of (Evolve Technologies & Services Pvt. Ltd.) Sep 17 to Feb 19**

**TENURE** Sep 2017 to Feb 19.

**RESPONSIBILITIES:**

- Strategically plan and manage logistics, warehouse, transportation and customer services
- Arrange warehouse, catalog goods, plan routes and process shipments
- Resolve any arising problems or complaints
- Meet cost, productivity, accuracy and timeliness targets
- Raise SRN of Metro, Ultra, Flexi BTS, MR, and Node B BTS as per RF inventory which swapped/dismantled after integration/installation of SRAN (4G) BTS & arrange to pick from sites.
- Co-ordinate with transporters for vehicle requirements
- Ensure that vehicle is loaded with the defined TAT
- Ensure that materials are loaded properly to avoid damages during transit
- To plan the reverse logistics in case materials need to be returned.
- To plan the packaging of networking goods i.e. BTS/BSC/mcRnc.
- Responsible for material planning coordination with Technical Team for Electronics requirement.
- Responsible for compliance of inventory process laid down by company.
- Submissions of requirement to mother warehouse regarding allocation of stock are per circle requirement.
- Ensuring online transaction thru SAP for keeping inventory status updated for planning and analysis purpose.
- Circle level MIS generation.
- Reconciliation with Vendor bill thru SAP.
- Responsible for physical verification of Materials, Electronics Electrical & Infra Equipments, Assets for Project Warehouse.
- Responsible for procurement, planning and continuous availability of equipments and raw material

**CERFICATION**

- Certified Farm Refresh (Fall Arrest and Rescue Management Training - Refresher) By **Force tech**
- Certified (First Aid Emergency and Preparedness Training) By **NOKIA**

## Worked with Nokia Solution Ltd. As BTS Project Engineer role of (IMSI)Oct 2016 to Aug 2017

### **RESPONSIBILITIES:**

- Basic knowledge in Installation, Commissioning and Integration & SCFT of Metro, Ultra, Flexi BTS, MR, Node B, TD LTE, Router & SRAN etc.
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- Full exposure to the operation and maintenance and commissioning and installation of U.B.R
- Customer Requirement audit for fulfillment of s/w requirement and co-ordination with development team.
- Manage Team in warehouse area and Teach to the person and rectify the Problem.
- Operation and maintenance commissioning and installation of Multiplexer
- Visit to different territory across India to deliver training of S/w usage.
- Operation and maintenance commissioning and installation of Multiplexer
- Corporate Communications

### **PLATEFORM**

- Metro, Ultra, Flexi BTS, MR, Node B & TD LTE McBSC, RNC, Router & SRAN etc.
- 2G,3G,4G

### **CERFICATION**

Certified Trainee CBTHR (CONTRACTOR BASIC TRAINING ON HEIGHT & RESCUE) BY **Force tect**

## Worked with NIIT Limited as Faculty From01.02.2013 to 30.09.2014

### **RESPONSIBILITIES:**

- Teach to the student and rectify the Problem.
- Troubleshoot the Internet issues.
- Troubleshoot the Local network connectivity.
- Meetings & interactions with Client & Faculty on periodic basis
- Work in field and Conway to person and join and admit to Courses etc.
- Marketing Strategies & Campaigns
- Corporate Communications
- Product Positioning & Branding
- Web & Print Content Development
- Sales Collateral & Support
- Coordinating with the Managers regarding the Sales targets.
- Cold calling to the customers.
- Visit the customers & give them information regarding the cars.
- Achieving the monthly targets

## Worked with HCL Technology Limited as IT Engineer From 24.07.2011 to 17.09.2012

### **RESPONSIBILITIES:**

- Worked as an **IT Support Engineer** in highly professional environment at client site **HCL Technologies Ltd.**, responsible to rectify the problems related to System and Network, which include the network of more than **1500 systems** having Win-2k Professional and Win XP Branded systems.
  - Troubleshoot the network connectivity.
  - Identification and troubleshooting of network problems on a routine basis.
  - Providing technical support and problem solving abilities.
  - **VLAN** creation.
  - Basic troubleshooting and configuring Cisco, routers.
  - Coordinating with vendors and field operation team to resolve the customer issue.
  - **Configuration of IP PHONE like as Avaya Phone & Nortel Phone.**
  - Troubleshooting of application like **Avaya IP agent, ICM Credit, Microsoft Outlook** etc.
  - Managing user rights and permission according to the company policy.
  - Active Directory, server operating systems (Windows 2003, 2000) DHCP and DNS
    - Troubleshooting exchange 2003 Client Side and active directory.
    - Hands on experience of Call escalations through **HP OPENVIEW.**

### **Other Responsibilities**

- 1\* To manage for high-end technical support on Windows environment based systems and ensuring high Customer & Client satisfaction levels through prompt solution with least downtime.
- 2\* Managing Server & Internet access rights and permission according to the company policy.
  - Meetings & interactions with Client & Customers on periodic basis.

### **CERTIFICATIONS**

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- **C.C.N.A** (Cisco Certified Network Associate). Form **HCL CDC.**
- **O.S.N.C** (Operating system and networking concept) FROM **NIIT.**

### **ACADEMIC HIGHLIGHTS**

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- **M.A. Economic** from Awadh University, Faizabad.
- 3 Year Diploma **GNIT** from **NIIT.**
- **B.Com** from Awadh University, Faizabad.
- XII from U.P Board.
- Matriculation from U.P Board.

**Address: Sathariya Jaunpur.**