

## **CURRICULUM VITAE**

### **SUNEET KAPOOR**

# 191/8 Bangla Street  
Mandi, Himachal Pradesh-175001  
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Contact No.: 9816031554, 9882226505.

### **CAREER OBJECTIVE:**

To excel in my career by significantly contributing towards the growth of the organization.

### **CAREER SUMMARY:**

An experience of 1 year and nine months in Electrical accessories manufacturing firm, work related to electrical quality assurance, dealing with raw material suppliers and marketing teams, liaising with Bureau of Indian standards, implementation of I.S.O 9001:2000 procedures.

- Company – Cosmo electro industries (p) ltd  
Duration - January 2006 to September 2006  
Position - Quality assurance in charge.
- Company – Pearl Electrical industries (p) ltd.  
Duration - January 2005 to December 2005.  
Position - Quality controller.

### **EDUCATION :**

- (1) Marketing management.
- (2) IT

- Pursing Master of Business Administration (Marketing Management and IT) from Institute of Management Studies, Shimla, H.P University with aggregate of 70.57 % (First semester).
- B.E. (Electrical) from Nagpur University in the year 2004 with 55.6%.
- HSC from D.A.V Centenary Public School, Mandi (H.P.), C.B.S.E with 59.6% in 1998.
- SSC from D.A.V Centenary Public School, Mandi (H.P.), CBSE with 75.2% in 1996.

### **COMPUTER PROFICIENCY:**

- Working knowledge in MS Office (M.S Word, M.S Excel, M.S PowerPoint, Internet),  
Advanced certificate in personal computer application from N.I.I.T.
- Basic computer hardware knowledge.

### **SEMINARS/CONFERENCES/WORKSHOPS ATTENDED:**

- Internal auditor training for ISO 9001:2000 conducted by Bureau of Indian Standards and I.C.S. technologies.
- Five week training at State load dispatch centre, totu shimla  
“Power distribution management” dealing with real-time data management and decision making process, crisis management.

### **STRENGTHS:**

Adaptability, pragmatic approach

### **PERSONAL DETAILS:**

Father's Name : Mr. Tilak Raj Kapoor  
Mother's Name : Mrs. Kamini Kapoor  
Date of Birth : 09-May-1980.  
Nationality : Indian.  
Gender : Male.  
Marital Status : Single.  
Hobbies : listening to music and Photography.  
Languages Known : Hindi, English.

### **REFERENCES:**

Prof. Deepak Sood, Director IMS Shimla, H.P University.  
Dr. Shyam Lal Kaushal, Placement co-ordinator IMS Shimla, H.P University.

### **DECLARATION:**

I hereby declare that the information furnished by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Date: 21 May 2008  
Place: Shimla

(SUNEET)