



KIRAN KUMAR K

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🇮🇳 Indian

PASSPORT DETAILS

Z6081133 (28 Jul 2021 – 27 Jul 2031)
K4294986 (13 Sep 2012 – 12 Sep 2022) Expired

DRIVING LICENCE

Indian Union Driving Licence
Issued by State of Kerala.

- MCWG (Motorcycle with Gear)
- LMV (Light Motor Vehicle)
- FLIFT (Forklift)

EDUCATIONAL QUALIFICATION

• Diploma in Mechanical Engineering

PSN College of Engineering. 2009 – 2012

• AutoCAD Mechanical

G-Tech Chengannur. Sep 2012 – Oct 2012

• Higher Secondary

IHRD Perissery May 2007 – May 2009

• SSLC

JMHS Kodukulanji. 2007

PROFESSIONAL EXPERIENCE

- **Store Assistant**
- **Forklift Operator**
- **ESPE Mechanic**
- **Tool Room Custodian**
- **Data Entry Operator / Document Controller**
- **Assistant Service Engineer**

Store Assistant

Popular Mega Motors Pvt Ltd. 21 Sep 2020 – 20 Mar 2023

- ✚ Completing day-to-day tasks issued by the superior.
- ✚ Basic Administration works.
- ✚ Updating daily records
- ✚ Updating stocks
- ✚ Stock controlling and accepting new shipment.

Forklift Operator

Popular Mega Motors Pvt Ltd. Jan 2021 – 20 Mar 2023

- ✚ Loading, Unloading and Moving stocks of products.
- ✚ Following safety procedure.

ESPE Mechanic

US Army Base, KRH Kuwait. Aug 2015 – Oct 2019

- ✚ 4+ Years of experience as a Mechanic, at US Army Base Kuwait.
- ✚ Assist in repairing, maintaining and installing machinery and equipment.
- ✚ **Operate Forklift of 4K up to 10K.**
- ✚ Provide Good ground Guiding.
- ✚ Move Tools, Equipment, and other materials to and from the work areas.

CRASH COURSES / CERTIFICATES

- **DMOA&FA** (Diploma in Office Automation and Financial Accounting)
- **Adobe Photoshop**
- **Fire Extinguisher Training**
- **Sexual Harassment Training**
- **Trafficking in-Person Training**

LANGUAGES

English	★★★★★
Hindi	★★★
Tamil	★★★★★
Malayalam	★★★★★

INTERESTS

- ✚ Travel
- ✚ Photography
- ✚ Editing
- ✚ Writing

Tool Room Custodian

KRH Kuwait.

Jul 2016 – Oct 2019

- ✚ Provide good Customer support.
- ✚ Keeping Inventories of all kinds of tools.
- ✚ Inspect tools and other items turned in for calibration.

Data Entry Operator / Document Controller

HCL Bangalore.

May 2014 – Aug 2014

- ✚ Updating daily Invoice
- ✚ Sort out all the Documents and updating that on the system.
- ✚ Maintain daily customer records.
- ✚ Preparing daily items for dispatching.
- ✚ Maintain customer satisfaction.

Assistant Service Engineer.

Electro Controls, Coimbatore.

May 2012 – Nov 2014

- ✚ Preliminary Maintenance Check and Service (PMCS)
- ✚ Perform frequent Visual inspections and service
- ✚ Perform work within the schedule

SKILLS

Team Player | Proactive | Workaholic
Customer Service | Team Management