

# Sivakaran Saralan

Automobile Fitter



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☎ 0763999506

📍 Jaffna

🏳️ Srilankan

📅 2000-11-06

🏠 200031101321

👤 Single

## 🏠 PERMANENT ADDRESS

107/3, Nunavil ,Chavakachcheri ,Jaffna

## 📁 CORE COMPETENCIES

- **Diagnostics:** Proficient in using advanced diagnostic equipment to identify electrical and mechanical faults.
- **Preventative Maintenance:** Skilled in developing and executing maintenance schedules to prevent production interruptions.
- **Documentation:** Maintenance Log Management, Spare Parts Inventory, Work Order Processing.
- **Compliance:** Health & Safety (OSHA) standards, Technical Reporting, Quality Assurance.

## 📁 DOCUMENTATION

- **Preventative Maintenance Schedules (PMS):** Designing and documenting recurring service intervals for heavy machinery.
- **Inventory Control Sheets:** Managing logs for oils, lubricants, and critical engine components to avoid stock-outs.
- **Daily Inspection Checklists (DIC):** Performing and documenting 20+ point safety and performance checks on industrial boilers and vehicle fleets.
- **Incident & Safety Reports:** Formal documentation of mechanical failures or workplace safety observations.

## 🔧 TECHNICAL SKILLS

Troubleshooting Expert	● ● ● ● ●
Electrical Systems Expert	● ● ● ● ●
Diagnostic Equipment Expert	● ● ● ● ●
Welding[ MS&SS ] and fabrication	● ● ● ● ●
Automobile repair and diagnostics	● ● ● ● ●
Fitting and assembly	● ● ● ● ●

## 🌐 LANGUAGES

Tamil	● ● ● ● ●
sinhala	● ● ● ● ●
English	● ● ● ● ●

## 👤 PROFILE JUSTY

A dedicated and NVQ Level 4 certified mechanic with a proven track record in automotive diagnostics and industrial machinery maintenance. Expert in welding, fabrication, and technical troubleshooting within high-pressure production environments. Committed to operational efficiency and high-quality service standards.

## 🔧 PROFESSIONAL EXPERIENCE

**Automobile & Industrial Fitter, Horana BOI industrial Zone - Horana : Nithya Paper and Boards Lanka (Pvt) Ltd**  
10/2023 – Present | Horana

- Responsible for the precision maintenance and repair of both industrial machinery and company automobiles.
- Execute troubleshooting and repairs and ensure compliance with safety standards and regulations. to 24/7 production uptime and fleet reliability.
- Perform critical welding (MS&SS) and fabrication tasks to maintain heavy equipment and mechanical systems
- Monitor mechanical systems to identify and resolve issues before they impact operations
- Manage the documentation for spare parts, ensuring stock levels are recorded and replenishment orders are filed accurately.
- Draft weekly status reports on machine efficiency and "Daily Inspection Checklists" for the production line.
- Maintain detailed digital and manual logs of all machinery repairs and automotive fleet services.

**Automobile, Satkunam Workshop**

02/2021 – 06/2023 | Chavakachcheri

- Delivered expert vehicle diagnostics and mechanical repairs for a diverse range of automobiles
- Applied NVQ-certified techniques to maintain strict safety and quality standards.
- Managed customer job cards, detailing parts used and labor hours for accurate billing.
- Maintained historical service records for recurring clients to ensure long-term vehicle health.
- Delivered expert engine and electrical diagnostics for a wide range of light and heavy vehicles

## 🎓 EDUCATION

**Automobile NVQ level 4, Naita : [NAITA] successfully completed**  
2017 – 2019 | Kilinochchi

**G.C.E. Ordinary Level, [J/Usan Ramanathan Maha Vidyalaya ] passed**  
2017 | Usan Mirusuvil

**Microsoft Office Suite Certification I, [Littil Aid]successfully completed**  
2022 | Kilinochchi

**Autocad 2D & 3D, [Cadd center] successfully completed**  
2019 | Jaffna

**Computer hardware technician, [DMI Computer Education ] successfully completed**  
2023 | Chavakachcheri

## 🧠 PERSONAL SKILLS

- Team work
- Time management
- Quick learner
- Leadership experience
- Ability to work under pressure

## 💻 SOFTWARE SKILLS

Ms word

Ms excel

Ms power point

Autocad 2D and 3D

Photo shop