

RESUME

SHAIKH MAAVIA

Permanent Add: Flat No.19, "A" Wing, Bag-E-Nasheman Co- Op. Hsg. Soc. Behind Of Patil Garage, Nashik Road, Nashik, MH-422 101.

Temporary Add: Flat No.102, Moon Apartment, Dr. Ansari Road, Koliwada, 2nd Rabodi, Thane West, Thane, MH-400 601.

Contact: E-mail: **shaikhmaavia023@gmail.com**

Cell No. **+91-95270 07910**.

Objective

- Seeking assignments for professional development industries to contribute to organizational goals.
- Intent to join an organization with committed and dedicated people, which help me to explore myself fully and realize my potential.

Personal Details

Date of Birth	08 th , August,1996
Marital Status	Married.
Nationality	Indian.
Strengths	Fast Learner, Hardworking, Good understanding, Positive Attitude.
Languages	Urdu, English, Hindi, Marathi.

Educational Qualification

Examination	School /college	Board University	Year of Passing	Class
BE (MECH ENGG)	JIEM'S, AKKALKUWA	NMU, JALGAON	NOV 2020	1 st Class
DIPLOMA (MECH. ENGG)	JAMIA POLYTECHNIC, AKKALKUWA	MSBTE MUMBAI	JULY 2017	1 st Class
S.S.C	ANGLO URDU HIGH SCHOOL, NASHIK.	PUNE	MAR 2012	1 st Class

Computer / Design Skills

- Basic Computer Operating (Microsoft Office)
- MS Excel making excel sheet, Report, Etc.
- Basic Computer Operating XP
- Auto Cad 2D 3D (Only Course no any experience)
- MS Word Office (Making any type of document certificate and note)
- Make all type of document Purchase Order, Tax Invoice, Credit Note, Debit Note, Quotation, Etc.

Key Strengths

- Ability to work in team and can lead the team as well.
- Vendor Relations.
- Cost Breakdown.
- Timely Communication.
- Purchase Orders & Purchase Error Identification.
- Record Tracking
- Creative Thinking & try to find a task to perform.
- Making documentation in QC/ QA.

- Site planning and execution with customer within time.
- Certified level II NDT Technician / Inspector.

Area of Interested

- Procurement Purchase and assist Engineering.
- QC/ QA (Quality Control and Quality Assurance).
- Production.
- Engineering Designing.
- Project and Operation.
- Sales & Marketing any product or Machine.

Experience

- **M/S. Gulachi Engineering Pvt Ltd.** (From Apr 2017 to Dec 2018)
Mohan Nagar, Ghaziabad (U.P).
Working as NDT Level-II technician in various project at various company or site on project base.
- **M/s. Dutt Industries.** (From Jan 2019 to June 2020)
Talawade Road, Pune, MH.
Working as a Site Engineer in Gas pipe line project. Planning and Schedule of project discussed with Clint. After start working coordinate with client site engineer and making work permit. After Completed project making handover documentation and final testing.
Please find below my two saucerful project.
1- M/S. JCB India, Talegaon,
2- M/S. Coca-Cola, Hinjewadi.
- **M/S. Haier Appliances India Pvt. Ltd.** (From July 2020 to June 2021)
Ranjan Gaon MIDC, Pune.
Working as a Quality Inspector. Conduct detailed inspection, tests and audits on products and manufacturing processes. Planning and meeting with production supervisor for improvement of product quality and finishing.
- **M/S. Opal Tradeway Engineer's.** (From August 2021 to July 2023)
Bhosari MIDC, Pune, MH.
Working as a Sales and Purchase Engineer, Purchase of material as per customers and client requirement. That company deals with Industrial Electrical and Mechanical component, Specializing in supplying fasteners, Automation equipment, Etc.
- **M/S. MAC Multiparking llp.** (From August 2023 to till)
Unit No. 8. Chimatpada, Marol, Andheri, Mumbai.
Working as an Operation Head, Special for purchase and project department.
Collaborated with multiple vendors to help bring in different products that improved cost efficiency.
Purchase Engineer and Project Engineer. All type of hydraulic product which is use in Hydraulic car parking.

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