**Zindzi.359242@2freemail.com**

**Zindzi**

**Engineer (Document control Analyst)**

* A customer oriented, multitask professional with excellent analytical and logical skills possesses rich experience of 2+ experience as Document Control Analyst.
* Expertise in achieving cost-effective production with increased quality.
* In-depth knowledge of Software Development Life Cycle (SDLC) methodologies like Agile and BAAN.
* Expertise in gathering, analyzing and documenting business requirements and developing Business Requirement Documents and Functional Requirement Specifications

**Skills**

|  |  |  |
| --- | --- | --- |
| ● Zest for learning new skills | ● | Analysis skills |
| ● | Communication skills | ● | Business analysis tools-Word, |
| ● | Critical thinking |  | excel, PowerPoint |
|  |  | ● Self-managing skill. |

**Recent Awards**

POB-**Pat On Back award** for the last quarter

**Team award** for SGA

Successfully completed auditor training for the Automotive

Sector**(ISO/TS16949:2009)** from OMNEX**.**

**PLATINUM Award of Excellence for Outstanding performance** *with 100% accuracy and OTD.*

**Lead member** for recently held **EKW (External Kaizen workshop),IKW(Internal kaizen)**

**Professional Experience**

**FLEX** –is an American international supply chain solutions company that offers design, manufacturing,

distribution and aftermarket services to original equipment manufacturer.

***Job Responsibilities as Change Analyst and key role:***

* Creating set up like product number, part numbers, BOM structure in AGILE and BAAN for new products.
* Work as a Change Analysts during NPI for new changes
* Use Agile (**PLM**) system for ECO (Engineering Change Order) creation, reviewing, routing, tracking, releasing and distribution
* Study the ECOs / Drawings closely and coordinate with the site Process / Product Engineering team
* Work closely with Engineering and materials teams to review product updates / modifications
* Respond to Business Partner (requestor) and customer on queries relating to Engineering Change Orders
* Train new and existing team members on an ongoing basis on relevant tools or topics

**Technology**

**Software:** AGILE, BAAN, C

**Web/Multimedia:** Microsoft excel, Word, power point

**Education**

**BTECH(E&TC)** MES COLLEGE OF ENGINEERING **-**70%

**12TH-**MES INDIAN SCHOOL (QATAR)-78%

**10TH-**MES INDIAN SCHOOL (QATAR)-85%

**Academic projects undertaken**

MAIN PROJECT-SPY ROBOT-8051 BASED HARDWARE PROJECT

MINI PROJECT- MOBILE BUG

**Personal information**

Languages knows-English, Hindi, Malayalam Hobbies-Reading books, cooking

Marital Status-Married