man

PROFESSIONAL PROFILE

Resourceful and seasoned Mechanical Draftsman with a strong record of successful project completion. Mindful of

budgets deadlines and all other specific customer concerns. Strong history of maintaining excellent relationships

with all members of design and engineering teams.

WORK EXPERIENCE

2015-2016

 - Harbour Engineering - Mechanical Draftsman

2013-2014

 - TVS Finance and Services - Collection Executive

JOB SUMMARY

Mechanical Desing Dragtsman Mechanical Design Draftsman. Themechanical design draftsman is responsible for

drafting duties on multipleprojects and will be capable of all phases of a drafting project including: research,

support, implementing designs as directed by engineers, redline updates, and other duties as assigned.

QUALIFICATIONS

2011-2014

 - B.com - Madurai Kamaraj University

2011-2009

 - Mechanical Draftsman - NCVT

2007-2009

 - Plus Two - Govt HSS Vakkom

2006-2007

 - SSLC - Govt HSS Vakkom

COMPUTER SKILLS

Autocadd (Draughtsman)

Microsoft Word

Microsoft Excel

Internet

E-mail

 Tally

&

 Peach Tree

Maneesh

Maneesh.373481@2freemail.com

# COMPETENCE AND PERSONAL TRAITS

Innovative and self motivated with strong leadership abilities.

Ability to work under pressure.

Ability to diagnose and handle the problem

Positive attitude with ability to work with individuals at all levels within the organization.

Good interpersonal skills

Committed for self development in order to achieve overall objectives. Able to handle multiple tasks simultaneously Negotiation skills.

Time management.

# INTERESTS

Cricket Books

Bicycle

Music Listening

Watching Tv

Video Games

Cooking

Travelling

# KNOWLEDGE AND ABILITIES

Knowledge of:

 Contemporary office practices, procedures and techniques;

Spelling, vocabulary, math and grammar skills appropriate to the level of the position. Skills in:

Operating a computer and various software packages;

Operating a variety of office equipment;

Identifying student needs and matching them with available resources Creating, organizing and keeping records.

 2/4 Ability to:

Develop and maintain effective working relationships;

Meet college expectations regarding customer service;

Maintain a reliable and dependable attendance record;

Provide effective and responsive service to department customers and contacts;

Locate information using electronic resources, including the Intranet and Internet, as assigned; Learn and utilize Banner or other information systems and databases.

# LANGUAGES KNOWN

English

Malayalam

Hindi

Tamil

# PASSPORT DETAILS

Date of Issue - 10.05.2012

Date of Expiry - 09.05.2022

Visa Status - Visiting

# PROFESSIONAL

|  |  |
| --- | --- |
|  |  |
| Date of Birth |  : 28.11.1991 |

Sex : Male

 Nationality : Indian

Marital Status : Single

 Religion : Hindu

# DECLARATION

 I hereby certify that all the particulars stated above are to the best of my Knowledge and believe true and fair for any misrepresentation or omission of fact I shall be personally liable

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