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| ***IMG-20160202-WA0000***  ***Jyorj***  *Mechanical Engineer*  *e-mail:* [***jyorj.381434@2freemail.com***](mailto:jyorj.381434@2freemail.com)  **Profile:**   * Ability to work hard and systematic for achievement. * Ability to grasp new technical information quickly. * Goal-oriented individual with strong leadership capabilities. * Resourceful in completing projects & efficient in multi-tasking. * Good Communication skills.   **Achievements:**   * To Manufacture Milk Silo -like 150kl, 100kl and many more in my supervision it's a Biggest Achievement. * Got an employee of the month award for more than three times as a store in charge.   **Computer Skills:**  Auto-Cad Designing,  MS Office  Internet & email  **Personal Profile:**  Date of Birth: **3rd Jan 1991**  Languages Known:  **English, Hind, Gujarati**  Nationality: **Indian** | **Objective:**  Seeking a position in a professional organization position that utilizes my Education Skill, Energy and experiences to prove in the field of store/Inventory and also the invoicing job to enhance the organization goal as well as my personal growth.  **Education:**  2010 **Diploma in Mechanical Engg**. Vallabhbudhi Polytechnic, Gujarat, India  2011 **Higher Secondary**, Shriji Vidyalaya Higher Secondary, Gujarat, India  **Career History:**   * ***Mechanical Supervisor – Production & Quality Engineer*** [Aug 2014 to Apr 2018]   Ashtavinayaka Techno Craft Pvt. Ltd. Ahmedabad, India   * ***Store Incharge / Purchase Assistant*** [Jan 2013 – Jan 2014]   Rinku Engineers, Ahmedabad, India   * ***Store Keeper*** [Jun 2011 – Oct 2012]   Shayburg Valves Pvt Ltd. Ahmedabad, India   * ***Mechanical Trainee*** [ Aug 2010 – Mar 2011]   Flowserve Pumps & SMC Pneumatics India Ltd. Ahmedabad, India  **Career Experience :**  **Mechanical Supervisor – Production & Quality Engineer**  Ashtavinayaka Techno Craft Pvt. Ltd. Ahmedabad, India [Aug 2014 to Apr 2018]  **Responsibilities**   * To Control inspection activities like incoming inspection, first article inspection, patrolling inspection, Stage inspection & final inspection against the specified requirements. * To develop quality rating plans and to perform Supplier Audits. * To identify and record non-conformance found during the process inspection and to verify disposition and corrective action taken. * To identify the process improvements in manufacturing. * To collect rejection data at all production stages. * To maintain the daily rejections reports and maintain the calibration status of all the inspection equipment. * Proactively work with manufacturing department to improve the quality of product while in process. * To control documents and maintain quality records in the area of work. * Distribution of work load to operators in order to achieve daily production target. * Planning day to day production to achieve maximum production. * Supervising hourly production. * Troubleshooting and solving technical problems. * Handling skilled manpower and administration of shop floor. * Analysis of daily tool consumption and generation of production reports. * Ensured proper housekeeping and coordinating with workers. * Conducting continuous improvement projects. * Preserving discipline according to safety rules. * Implementation of safety audits, 5'S. |

* To prepare the Inspection schedule in coordination with production Schedule.
* To plan the day to day activities for welding and Shop Inspection..
* Verification of test certificate.
* To organize the welding Methods and Technologies (SMAW & SAW)
* To inspect the all type of small Dairy Equipment’s like Storage tank, Ghee kettle, Butter melting vat, chees vat, can scrubber, vertical & horizontal storage tank check as per drawings.
* To Prepare & submit Cutting plan for SS plates, MS plates, rod, pipes & tubes.

**Store In charge**

Rinku Engineers, Ahmedabad, India[Jan 2013 – Jan 2014]

Shayburg Valves Pvt Ltd. Ahmedabad, India[Jun 2011 – Oct 2012]

**Key Result Areas:**

**Purchase:**

* Maintained store facilities to ensure smooth functioning made arrangements and placed orders for new stock and supplies whenever necessary.
* If we find any damage and poor quality material must to be returned
* Received deliveries of new equipment and ensured that all the supplies were in proper order Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
* Issued supplies as per the demand of the clients and maintained records of payments.
* Maintained the budget of all the expenditures incurred and presented same to store managers.
* Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
* Monitored the functioning of store equipment and reported problems and failures to the supervisor.
* Maintain an effective working relationship with all staff.
* Performed interoffice mail activity and special courier requests.
* Once items received we should verify the goods condition and compare the invoice amount and quantity with purchase order.

**Inventory:**

* To create the GRN in ERP system,
* To make the costing sheet for GRN
* Fixing the selling price for each stock item,
* To make the Item coding procedures.
* Prepare the aged item stock report
* Maintain the minimum stock level
* Supervise the packaging and handling of materials.
* Make stock ledger report as per Management requirement,
* Stock confirmation for each inventory documents,
* Month closing and annual closing ,
* Create the stock valuation report,
* +Generating all required reports regarding dispatch of products using MS-Excel