

CURRICULUM VITAE

Khan Shahrukh R.

E-mail: shahrukhkorrain@gmail.com

Mobile: +91 8551066032,

+91 9020176310

Address for Communication:

F.no.4,Alfiya Appt, Khode nagar,near
IT Park Nashik-422006

Personal Data:

Date of Birth :19th Feb 1993

Age : 25

Gender : Male

Marital Status : Single

Father's Name: Mr. Raffan Khan.

Nationality : Indian

Languages Known:

English, Hindi, Marathi.

Hobbies:

Drawing, Music, Travelling.

Strengths:

- Good communication Skills.
- Can manage good team work.
- Interested learner.
- Problem Solving.
- Adaptability.
- Collaboration.
- Strong Work Ethic.
- Time Management.
- Critical Thinking.
- Self-Confidence.
- Handling Pressure.

Objective:

- To seek a challenging position in an Industry where my skills as a Mechanical Engineer can be applied to the maximum potential. To be a part of an organization where I can utilize my skills for the growth of the organization.

Qualification:

- D.M.E. (MECHANICAL ENGINEERING)
- SSC

Area of Interest:

- Quality & Control.
- Designing & Manufacturing Industry.
- Production.
- Management.
- Dealing with clients.

Computer Skills:

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – **Advanced**
- Microsoft Office Document Imaging and Scanning – **Advanced**
- Online Behavioral Advertising.
- Spreadsheets. ...
- PowerPoint. ...
- Microsoft Access. ...
- QuickBooks. ...
- Email. ...
- Web and Social Skills. ...
- Graphic and Writing Skills.

Experience:**Adiba Furniture Industries.****Position:-Administrative Manager and Production Incharge****Duration:-May 2018 - Till date**

- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Organize workflow by assigning responsibilities and preparing schedules
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building new and expanding existing skills by engaging in educational opportunities.
- Train new employees on how to safely use machinery and follow procedures
- Enforce strict safety guidelines and company standards.
- re-negotiating timescales or schedules as necessary
- selecting, ordering and purchasing materials
- organising the repair and routine maintenance of production equipment
- liaising with buyers and marketing and sales staff.

ESDS Software Solution Pvt Ltd.**Position:-Customer Relationship Management Executive****Duration:-March 2017 - May 2018**

- Planning and delivering CRM strategies across the organisation with a view to retaining existing customers, increasing brand loyalty and expanding the company brand.
- Deciding on a final CRM structure and architecture that will work seamlessly across the business and capture crucial information along the sales funnel.
- Making sure the customer database is correctly segmented for targeted marketing activities.
- Collaborating with other departments ensure the CRM strategy works well for every aspect of the business.
- Development of testing strategies to guarantee the most efficient approach for the organisation and its customers.
- Coming up with creative ideas, preparing proposals, overseeing the production process & execution and reporting the results to the relevant people.
- SSL Certificate installation and management.
- Installation and configuration of hosting control panel like Plesk and cPanel.
- Installing, configuring and managing FTP servers. Configuring, administering and maintaining different Mail servers like Smartermail.

- Managing technical support team which is responsible for infrastructure services on Microsoft Windows technology.
- Monitor ticketing system for new tickets and work-items. Update and assign existing tickets to other members and maintain the SLA.
- Proactively monitor systems health by inspecting environment remotely and by monitoring the network usage.
- Server Monitoring & load management. Server Disk Space, backup and restore Management.
- Installing Windows O.S. Installing Control Panel, Control Panel Utilities.
- Server provisioning for different types of Virtualization (Hyper-v, Xen and VmWare)
- Domain registration, cancellation, renewal, transfer and queries related to it. →Creating the DNS Records and Monitoring DNS Service.
- Upgrading virtual server like RAM, HDD & CPU.

Applications used: Microsoft Outlook, Kayako, WHM,eMagic Monitoring tool, etc.

Aress Software and Education Technologies

Position:- Technical Support Engineer

Duration:- January 2016 - December 2016

- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Platinum Academy

Position:- English Language trainer.

Duration:- August 2014 - October 2015

- Organising and delivering classroom lectures to students.
- Evaluating a students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- Recording and maintain accurate student attendance records and grades. Classroom management.
- Developing English lesson plans in line with the National Curriculum. -Maintaining discipline in the classroom.
- Creating a vibrant teaching atmosphere.

JMCT Polytechnic College**Position:- Technical Assistant.****Duration:- June 2013 - April 2014**

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject coordinators.
- The preparation and delivery of lectures and seminars.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff.
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.
- Engage in community activities.
- Deliver and develop practical and learning materials for Diploma students as per MSBTE.
- Develop Short term educational trips and industrial visits.
- Maintain Assignments and Project files for every student.

Seminars Delivered:

- Delivered seminar on: **Wind Energy.**

Academic Records:

DEGREE	COLLEGE/SCHOOL	UNIVERSITY/ BOARD	YEAR	PERSENTAGE
D. M. E	J.M.C.T's Polytechnic, Nashik.	MSBTE	2010-13	65.85 %
S.S.C.	ST.Francis High School, Nashik.	STATE Board (Pune)	2009-10	65.09 %

Academic Project (2012-13) & Training Profile:**Project Name : Electro Magnetic Shearing Machine.****Period : 2 semesters.****Role : Team Member,**

Declaration

I hereby declare that all information and facts given above are true to the best of my knowledge and belief.

Place: Nasik

yours faithfully,

Date :...../...../2018

Khan Shahrukh R.