

CURRICULUM VITAE

SANJAY M. PRAJAPATI

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CARRER OBJECTIVES

Looking ahead to work at a position, which offers-ample opportunities-to learn grow & excel in an organization, where my knowledge can be utilized and to archive highest professional status, which would be conducive to help me develop my skills and potential and also provide an opportunity to be a key-player in a professionally challenging and creative atmosphere.

SUMMARY

- 10+ years of experience in Engineering and manufacturing industries.
- Responsible towards purchasing and maintaining required stock of the equipment's, instruments, machine spare parts, all consumable items, electrical items, other plant using items and consignments articles.
- Expertise in managing inventory have hand-on experience of using VISUAL DOLPHIN software system.
- Responsible towards purchasing, inventory and stock control of all materials.
- Responsible for Preparation of PR (Purchase requisition), PO (Purchase order), GRN (Goods received note), receipt and issues of all types of spares & Consumables items against document.
- Prepare monthly issuance, receiving and consumptions reports.
- Responsible to check the comparative statements/making purchase order according to PR and consumables minimum stock level and forward it to the concerned authorities for signature/approval.
- Arrangements of all spares, consumables items, proper location with identification, documentations, manpower handling, and improvement in spares store management and system.
- Good knowledge of workshop as per engineering drawing.
- Have a Good knowledge of Assembly and maintenance of all types of injection molding machine and any other types of industrial machineries.
- Having good knowledge of pneumatic and hydraulic components assembly and maintenance.
Like- PowerPack, Manifold, Valves, cylinders, pumps, motor and gearbox, etc...
- Having good knowledge of opereting experience on milling machine, lathe machine, drill machine, surface & round grading machine and any others workshop machinery.
- I can handle my team very well and calmly.
- Having good experience of auto-mobile all parts inspections.

PROFESSIONAL EXPERIENCE

PALMCO SARL (Group of Angal cosmetics) DR. Congo, Kinshasa, Africa

Duration:- June - 2017 to July - 2019

Designation:- Engg. Spares Purchase and store officer

Manage of production machinery of Soap Plant (04-lines), Refinery (Food oils - Cap.300ton/day) and Chocolate plant.

WORK PROFILE:

- Responsible towards purchasing and maintaining required stock of the equipments, instruments, machine spare parts, all consumable items, electrical items, other plant using items and consignments articles.
- Responsible towards purchase and inventory control of all materials.
- Manage inventory in the VISUAL DOLPHIN software system and records of all day to day operations (Parts/items management, job management, reports and purchasing)
- Responsible for Preparation of PR (Purchase requisition), PO (Purchase order), GRN (Goods received note), receipt and issues of all types of spares & Consumables items against document.
- Arrangements of all spares, consumables items, proper location with identification, documentations, manpower handling, and improvement in spares store management and system.
- Identify the new suppliers/vendors and negotiate price with them, and reduce cost by effectively maintaining relations.
- Managing store of all items systematically.
- The store will follow the FIFO (First in - First out) method for transfers/issues, except for encase of emergency items.
- Maintaining in daily incoming and outgoing materials records.
- Responsible to check the comparative statements/preparing purchase order and forward it to the concerned authorities for the signature/approvals.
- Inventory counting and minimize the variation by daily monitoring & issue against pick slip only.
- Coordinating with users and suppliers, and timely highlight the shortage of any parts.
- Properly maintain of the physical stock according to as per system stock quantity.

NEGRIBOSI INDIA PVT.LTD. Changodar, Ahmedabad.

Duration:- Dec - 2011 to June - 2017.

Designations: - Assembly Engineer

Manufacturing of injection molding machine.

WORK PROFILE:

- Have a good knowledge of Assembly and maintenance of all types of injection molding machine and any other types of industrial machinery.
- Work done in workshop as per engineering drawing.

- Having good knowledge of pneumatic and hydraulic components assembly and maintenance,
Like- PowerPack, Manifold, Valves, cylinders, pumps, motor and gearbox, etc...
- I can also drive the forklift and crane operating very well.
- Prepare the requirement materials parts list of procure machine and take from the store, properly as per BOM.
- Having experience of machine dispatching work as a third-eye checking, packing properly and final loading dispatch work.

TRIGO Quality production services Pvt Ltd.

(Work in Tata Motors, Nano plant, Sanand & Volkswagen and Tata Motors Plant, Pune)

Duration:- April - 2011 to Nov - 2011

Designations:- Quality inspector of auto-mobile parts.

WORK PROFILE:

- Have a good experience of auto-mobile all parts inspections.
- Like inspection of the parts,
- **Chassis :-** Welding spot, drilling/frame dimension, nut/stud riveting, rusting, etc...
- **The Engine :-** Checking all engine parts clean/without rust, assembly as per drawing/requirement, drive shaft/gears, oil seal/o-ring fixing properly, etc...
- **Front/Rear bumper :-** Checking to the colours, scratches, Lights/fixing hanger etc...
- Accordingly we were checking that all parts of the car in which the problem was encountered such as- Top-ruf, staring, doors, glass, nut/bolt/screw etc... and effective/producted parts direct online we solve the problem of suppliers end.
- Prepare the daily traceability sheets of Ok parts, Rejected parts and Rework parts, quality/quantity reports and other documents work.

PRICISION BEARING PVT.LTD. Changodar, Ahmedabad.

Duration:- Sep - 2009 to Mar - 2011

Designations:- Turner/Fitter Technician work in mechanical maintenance department.

Manufacturing of all types of bearing, like- ball bearing, taper bearing, spherical bearing, roller bearing etc...

WORK PROFILE:

- Having good maintenance experience of different types of grinding machine, vertical & horizontal compressor and any industrial machineries..
- Having good knowledge of pneumatic, hydraulic and plumbing work,
- like- maintenance of valves, spindle, pumps, motors, cylinders, gearbox, air line, coolant line and any general maintenance and fitting work, etc...
- Having good operating experience on lathe machine, milling machine, drill machine, grinding machine and other workshop machineries.

COMPUTER LITERACY

- Well knowledge of WINDOWS, M.S.Word, M.S. Excel, Power Point, Internet Surfing, emailing and working in any types of software's.

EDUCATION QUALIFICATION

Course	Year of Passing	Name of University
DIPLOMA IN MECH. ENGG.	Nov - 2115 -3rd Same	Karnatka state open university
APRENTISE	Sep - 2009 to Sep - 2010	Pracision Bearing, Changodar
I.T.I TURNER	July - 2007 to Aug -2009	Sarkhej, Ahmedabad
S.S.C	March - 2007	G.S.E. Board of Gandhinagar

OTHER SKILLS AND ACHIEVEMENTS

Management Skills

Taking source, resource and outsource to perform the task any how with the minimum cost to both organization and Clients side. Able to handle multiple assignment with skillful administrative and management, thrive on working in a challenging environments. I have ability to deal with people and always enthusiastic to work.

Key Achievement

- Contributed as a key team member to setup a store in PALMCO SARL.
- Ensured that no shortages of any parts under our system.

STRENGTH

- Excellent Communication Skills
- A determined self-motivated individual with a positive attitude and always willing to learn and share
- Desire to gain and apply knowledge
- Capability to work with people at different levels
- Comprehensive problem solving abilities and determined to complete any given project efficiently
- Punctuality & Dedication

PERSONAL DETAILS

Father Name : Shri Mafatlal Prajapati
Date of Birth : 23rd Aug, 1992
Languages known : English, French, Hindi, Gujarati
Marital status : Married

Address :

Permanent Address	Correspondence Address
Village - Sakodara, Ta. - Bavla Dist - Ahmedabad Pin - 382220	Village - Bavla, Ta. - Bavla Dist - Ahmedabad

DECLARATION

I consider myself familiar with major specialization in Transport. I am also confident of my capabilities to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Faithfully,

Sanjay Prajapati