

Curriculum Vitae

Jay Rakeshbhai Shah

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Career Objective

To have A growth oriented and challenging career, Where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Profile Summary

- A Graduate in Mechanical Field completed a Bachelor of Engineering in 2016 and Diploma Engineering in 2013 with more than 4 years rich experience in core industries.

Work Experience 2016 – Onwards till Date

➤ Swelore Engineering Private Limited

- June 2019 – Currently Present
- Job Level – Purchase Engineer
- Industry Type – Dosing system manufacturer
- Job Responsibility:
 - Identification of all requirements in requisition issued by Production team.
 - Floating inquiry to various appropriate vendors.
 - Receiving the price quotations and prepare schedule of comparison.
 - Reiterate with project team and suppliers for finalization of quantity and quality.
 - Establish delivery terms, time and stages of inspection for the supply with Project team.
 - Ensure that all potential suppliers are provided with identical information upon which the quotations are given equal opportunity to meet the desired requirements.
 - Negotiate the best payment terms and contract conditions, maintaining high level of Integrity.
 - Maintain the B.O.Q. with updates from suppliers until after awarding the contract.
 - Keep accurate records to justify the process and any other related decisions made in this Regard.
 - Tracking and expediting of Shipment.
 - Client acceptance/rejection, warranties and other related follow up matters with the Supplier till completion of project.
 - Keep updated with market developments and assist in vendor development.
 - Arrange and participate in meetings between suppliers and project team and

other personnel to facilitate standardization and economical procurement.

➤ **Synergy Agrotech Pvt. Ltd**

- February 2017- May 2019
- Job Level – Quality Engineer
- Industry Type – Dairy Equipment Manufacturer
- Job Responsibility:
 - Perform In-house process inspection according to procedures. Raise report whenever necessary.
 - Identification of material through Material Test Certificate.
 - Perform inspection of Incoming products, materials according to job order, Analyze result and decide the acceptance level of the final product.
 - Test the supplier's samples and report it to concerned department (top management, production and purchase dept.) informing the deviating, if any; and also suggest for alternate.
 - Promote and execute quality standards, inspection processes, test methodology, quality plans, ISO documents and reports.
 - To look over Calibration of measuring instruments.
 - Raise Non-conformity report and take corrective and preventive actions against it.
 - Review suppliers Purchase orders and establish supplier quality requirements.
 - Participate in internal and external Quality Audits.

➤ **Mahagujarat foundry.**

- September 2016 – January 2017.
- Job Level – CNC Operator.
- Industry Type – Job work of Pump parts.
- Job Responsibility– To Manufacture Finished product from Casting as per Drawing.
 - To Change Tool Setup and Jaws as per Type of Job.

Academic Qualification

➤ **Bachelor of Mechanical Engineering**, July 2013-June 2016.

L.J. Institute of Engineering and Technology, Ahmedabad.

CGPA: 8.47

➤ **Diploma Mechanical Engineering**, July 2010 -June 2013.

R.C.Technical Institute, Ahmedabad.

CGPA: 8.18

➤ **SSC**, June2009-May 2010.

Swastik Vidyavihar, Ahmedabad.

Percentage: 82

Software Proficiency

- ERP Software
- Microsoft Office
- AutoCAD
- Solid Works Basics

Personal Trait

- Quick learner and logical.
- Co-operative and keen observer.
- Problem solving ability.
- Enthusiastic and good listener.

Other Particulars

- **Date of Birth** : 13-10-1994
- **Gender** : Male
- **Languages Known** : English, Gujarati and Hindi
- **Marital status** : Unmarried
- **Availability** : Within 30 Days.