



AFTAB BELIM

MECHANICAL ENGINEER

Personal Details:

Cell:

+91 9033 29 8055

Email:

belimaftab1399@gmail.com

Address:

B-13, sahara appartment, b/h royal akbar tower, juhapura, sarkhej road, Ahmedabad.

Professional Skills

- Communication.
- Creativity.
- Problem-solving.
- Teamworking skills.
- Project management.
- Learning.
- Basic knowledge of AutoCad 2D, 3D, SolidWorks Designs and Modelling.

Currently Working

Purchase Executive

Theka Coffee Pvt Ltd.

- Designation:-
- Purchase Executive
- Warehouse Inventory Manager.
- Maintaining statistical and financial records.
- Administering stock control.
- supply chain management.

Personal Profile

I am a Mechanical Engineer seeking opportunity in a company where I can use my education and experience to help the company meet and surpass its goals.

Educational Training

L.J INSTITUTE OF ENGINEERING AND TECHNOLOGY

Diploma in Mechanical Engineering

- Pass out with 6.2 CGPA.

College Oriented Project

- Vice leader of group.
- Completion of project 2 months.
- We have invented multi purpose vegetable cutter.
- Type of cutter which can be operated by mechanism, human power, and electrical power.
- It can cut all type of vegetables and fruits.

Career Summary

Mechanical Engineer

Aira Euro Automation PVT LTD

- Quality/Inspection Department.
- As a Quality Engineer to check components good or bad from CNC Machine.
- Also done designs of components in 2D and 3D for company.

Assistant Manager

Mahindra Logistics

- The company works for Amazon.
- The role of mine is to Audit the products which comes in warehouse.
- From Arrival to dispatch I have to control all the products.

Marketing Assistant

Moons App.

- Handled the company's online presence – regularly updated the company's website and various social media accounts.
- Monitored ongoing marketing campaigns.
- Prepared presentations for prospective clients.
- Monitored ongoing marketing campaigns.
- Constantly updated the company's contact and mailing lists.

Purchase Engineer

Arise HVAC Pvt Ltd.

- Designation:- Jr Engineer (Purchase, Site, Drawing Engineer)
- Working since December 2020.



CURRENT ROLE

THEKA COFFEE PVT LTD.

Purchase Engineer

- Planning the material based on consumption and Generating Purchase order to the vendor.
- Generating Purchase Order While Taking due care of Taxes, Rates & Terms and Conditions.
- Manage Vendors and also Developed Vendors.
- Manage Inventory of warehouse.

Technical Role

- To approve material through TDS & TC for the following material from the client.
- Attend meetings with engineering team, vendors and client.
- Raising claims for shortage, damage, price difference and wrong parts to principles and follow
- Technical Negotiating.
- Identify potential suppliers based on project requirements.
- Monitored productivity & Lot Clearance from vendors to achieved desired targets of Project.
- To held meeting for QAP (Quality Assurance Plan), Planning of material, Submittal of Technical Specification, etc. various discussion for accomplishment of project.
- Maintain records of goods ordered and received.
- Conducted daily data analysis to determine stock order quantities and identify potential shortages.
- Ensured timely dispatch of 5 to 7 shipments daily.

Miscellaneous Works

- To analyze market researching tactics and marketing capabilities.
- To follow up for the material.
- Finalize freight forwarder, book and ship the material to desired location.
- Follow up for outstanding materials.
- Prepare Procurement Schedule for every Project.
- Source out optimum product. (lowest in price, best in quality, shortest delivery period).

Declaration

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.