

# HITESH SHARMA

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## SUMMARY

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Experienced Engineer with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive and business audiences.

## HIGHLIGHTS

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- Project Management PERT/CPM
- Time Management Skills
- Technical Plan Execution
- Excellent Communication Techniques
- Highly Skilled in **AUTOCAD**
- Proficient in computer software office suite package

## ACCOMPLISHMENTS

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- Led new product management team that designed and developed one of the biggest cost saving project in company
- Project Management
  - Worked directly with departments, clients, management and low level hierarchy

## EXPERIENCE

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**Production Engineer** **Nov 2017 to Conti.**  
**Moon Engineering Works Pvt Ltd. - Ahmedabad, Gujarat**

### Work profile:

- Preparing daily activity reports
- Providing objective deliverables periodically
- Planning, Organising and Monitoring based on timeline
- Efficient Resource Allocation

**Mechanical Engineer** **Feb 2010 to Oct 2017**  
**Sharda Engineering Equipments Co. - Ahmedabad, Gujarat**

### Work profile:

- Preparing daily activity reports
- Providing objective deliverables periodically
- Constructing and following PERT/CPM work charts
- Planning, Organising and Monitoring based on timeline
- Efficient Resource Allocation

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**Project Supervisor**

**Jan 2008 to Feb 2010**

## **Santosh Starch Products – Bhachau, Gujarat**

### **Work profile:**

- Maintaining the log report for all work
- Efficiently allocating the work load on prioritization
- Responsibility for day to day procedure
- Supervising different element of work effectively

## **EDUCATION**

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**Diploma in Mechanical Engineering                      Nov 2007**  
**Government Polytechnic, Ambavadi- Ahmedabad, Gujarat**

## **PERSONAL INFORMATION**

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- **DATE OF BIRTH** : 4<sup>TH</sup> September, 1983
- **Sex** : Male
- **Status** : Married
- **Hobbies** : Reading, Watching movies
- **Passport details**
  - **Passport No.** : T6338088
  - **Date of Issue** : 30/05/2019
  - **Date of Expire** :29/05/2029