

Mohammed Abdul Khader

Diploma Mechanical Engineer

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Career Objective

Motivated and detail-oriented Diploma holder in Mechanical Engineering with hands-on experience in contract supervision and HR assistance. Skilled in mechanical design basics, project coordination, and resource management. Eager to leverage technical and managerial skills in a challenging engineering role to contribute effectively to organizational goals.

Technical Skills

- Python, Html, CSS, Java script & SAP
 - MS Excel, MS Word, PowerPoint
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Professional Experience

Contract Supervisor / HR Assistant

GAIL India Ltd – Rajahmundry

Jan 2024 – Present

- Supervised and managed contract ensuring timely delivery and compliance with quality and organizational standards.
- Coordinated with cross-functional teams to streamline workflows and resolve operational challenges.
- Oversaw resource allocation and ensured optimal utilization to enhance project efficiency.
- Monitored contractor performance and prepared detailed reports for management review.
- Negotiated contract terms and maintained strong client relationships, leading to successful renewals.
- Maintained employee records and ensured compliance with labor laws and company policies.
- Supported onboarding by preparing documentation and facilitating training sessions.
- Acted as a point of contact for employee queries and provided administrative support to HR.
- Organized events and initiatives to boost employee engagement and morale.

Strengths & Soft Skills:

- Quick Learner and Adaptable
 - Strong Communication and Teamwork
 - Time Management and Punctuality
 - Problem Solving
 - Safety-conscious
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College Fest Registration System:

- Developed a front-end interface for a college fest registration system using HTML, CSS, and JavaScript.
 - Implemented features like registration forms, validation, and dynamic content rendering.
 - Ensured user-friendly navigation and compatibility across devices.
 - Developed a personal portfolio showcasing skills, projects, and work experience using HTML, CSS, and JavaScript.
 - Implemented responsive design principles for optimal viewing across devices.
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Project Link:

<https://github.com/abdulkhader20/speindhan2k23>

EDUCATION

Diploma in Mechanical Engineering BA Ramaiah Polytechnic College, Rajahmundry
Secondary Education: 10th Govt Boys High School, Rajahmundry

2022

2016

