



Muhammed Shafeeq

Kunnummal house , koduvally po, palakutty,673571
8113954378 | kshafeeq580@gmail.com

Objective

A dedicated and detail-oriented individual looking for an entry-level position at a well reputed organization to gain experience and exposure and expand my knowledge. Seeking an entry-level position where I can augment my knowledge, skills, and experience and contribute to the success of the organization.

Education

Course / Degree	School / University	Grade / Score	Year
Btech in industrial engineering (present)	College of engineering trivandrum	CGPA :9.58/ 95.8%	2024
Diploma in mechanical engineering	Kerala govt polytechnic college westhill.	Cgpa :9.86 / 93.67%	2021
Hsc - plus two	Ghss karuvampoyil	96.25	2018
10th/SSLC	Vadi husna public school , elettil	CGPA :10 / 95%	2016

Experience

• UPGRAD ZIRAKPUR

May 2023 - March 2024

PROCESS COORDINATOR

As a process coordinator at UpGrad, I facilitated seamless workflows, ensured efficient communication, and coordinated tasks within the organization. My responsibilities included orchestrating project timelines, coordinating resources, and optimizing processes to enhance productivity and achieve strategic objectives in the dynamic education and tech sector.

Skills

- Project planning and scheduling. Simulation softwares (Simio, vensim)
- Microsoft office (excel, word, powerpoint)
- Word press and Autocad
- Adobe photoshop and illustrator
- Advanced Non destructive testing
- CNC coding and Quality assurance and control.
- Operation management and supplychain & logistic control with resource allocation and optimisation.
- Verbal and non verbal communication
- Critical skills in IC engines and operations research.
- Online marketing and lean and six sigma with quality assurance

Projects

- **RENOVATION OF V OR TRIANGULAR NOTCHES.**

As a leader i Managed and executed a comprehensive V-notch renovation project within our college laboratory, showcasing leadership and organizational abilities. Coordinated with a proficient team to successfully upgrade the space, enhancing its utility and supporting a better learning environment for fellow students.

- **SIMULATION OF FOOD COURT (MINI PROJECT)**

Designed and conducted a simulation-based mini project focused on optimizing food court operations, showcasing analytical and problem-solving skills in a real-world context

- **ECONOMIC ANALYSIS OF SMALL SCALE DAIRY FARMING IN KERALA**

Our team devised a comprehensive cost-revenue model and a corresponding cost-benefit analysis, integrated within a business plan. This initiative aimed to optimize profits specifically tailored for small-scale dairy farmers in Kerala.

Achievements & Awards

- Chief ministers shield for best scout and guides 2018
- ELITE SILVER MEDAL in National Programme on Technology Enhanced Learning (NPTEL) on the course ic engines and gas turbines 12 week course , provided by IIT GUWAHATI.

Interests

- Market research
- Learning new skills
- Volunteer work
- Sports and fitness
- Reading and travel

Languages

- Malayalam
- English
- Arabic
- Hindi

Date Of Birth

- 23/03/2000

Marital Status

- Single

Nationality

- Indian