**Pooja Sharad Kunjir**

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**OBJECTIVE:**

Seeking opportunity to work in a well-known company that will help me in applying my technical knowledge for the betterment and growth of the company and gaining valuable experience.

**KEY QUALIFICATION:**

* 2.8 years of functional experience in project coordination Plastic domain (Toy Manufacturing) & Elevator Industry (ThyssenKrupp Elevators).
* Experienced in testing, deployment and project development lifecycle, project planning.
* Expertise in finding out exact client’s key requirement & managing and planning different project simultaneously and successfully delivering projects and client satisfaction.
* Presented new product development process at Customer end.
* Studying Technical as well as Commercial phases of client’s products to deliver better & quality product.

**PROFESSIONAL EXPERIENCE:**

**ThyssenKrupp Elevators (India) Pvt. Ltd Chakan, Pune.**

**Experience:** From Jan 2018 to Present

**Designation:** Engineer – Project Management Cell

**Major Products:** Synergy 1000 MR/MRL, Synergy 500MRG, Enta – 100, Enta 200 MRL/MR, Meta – 100 MRL/MR, Legacy GD/GL/MRL.

**Responsibilities :** As an Engineer Project, having knowledge and responsible for:

* Receiving & Order processing of various Elevator models.
* Cross verification of Elevator layout drawings & specifications as per customer requirement.
* Registration of Elevator Order, follow up for Mechanical & Electrical BOM to ensure on time delivery.
* Receiving Production start notice, adding orders in planning calendar according to lead-time & ensuring timely material procurement from Purchase dept.

**Pune Polytech Pvt Ltd., Chakan, Pune.**

**Experience:** From Sept 2017 to Dec 2017 (3 Months)

**Designation:** Engineer – Project

**Major customers:** Hasbro, Regal Toys, Fisher n Price

**Responsibilities**: As an Engineer Project, having knowledge and responsible for:

* To prepare, define, plan and track all cross functional project activities.
* Perform reverse engineering and product quotations for new product development to meet customers specifications.
* Determines project schedule by studying project plan and specifications, calculating time requirements, sequencing project elements
* Perform overall quality control of the work (budget, schedule, plans, activities) and report regularly on project status
* Co-ordination meetings with clients or suppliers regarding schedule issues & agreement on the strategy adopted
* Co-operate and communicate effectively with project manager and other project participants to assistance and technical support
* Arrange project review meeting weekly and update the status and next action plan to concern departments

**Prothom Industries India Pvt. Ltd., Dighi, Pune.**

**Experience:** From January 2016 to August 2017 (1.7 years)

**Designation:** Engineer – New Project Development

**Project Nature:** Prothom Industries India Pvt. Ltd. (PROTHOM) is setting up a Greenfield facility for manufacturing toys in Pune. Through our associate company in Hong Kong, USA, Germany , we will be supplying a range of plastic toys to Hasbro – ‘the second largest toy company’ in the world. Prothom specializes in the design, engineering, and manufacture of technically sophisticated plastic molding toys of principally 5 varieties.

**Major customers:** MGA Entertainment – Little Tikes, Play Monster, Simba Dickie, Golden Bear, Jakks Pacific, Hasbro.

**Responsibilities**: As a Engineer Project (Development & co-ordination), having knowledge and responsible for:

* To prepare RFQ for new product introduction and help is costing of project/ product cost.
* To define project scope to ensure project meet expectations of stakeholders and completed on time.
* Lead the project team in determining the customer’s functional and chemical requirements and translating into operational plans: planning, scheduling
* To prepare project plan for EP, FEP and QN for product approval and prepare APQP for New product introduction.
* Work with the project team to define, sequence, and estimate duration of activities and determine schedules to meet project objectives.
* Monitoring progress against plan and reporting on activities related to the project implementation from initiation to final operational stage of product.
* Interfaced with the external and internal customers, and suppliers for technical issues
* Co-ordination with CFT and arranging meetings & provide project status and progress reports to the project managers and project teams
* Processed Engineering Change Requests (ECR's), Engineering Change Orders (ECO's)
* Preparing New product PFMEA, control plans, defect matrix, CAPA.
* Conducting VAVE meetings for cost optimization, Quality & Technical process.
* Ensure product complies with non-toxic material like Heavy elements, Phthalates, EN 71Part3, prepare Chemical Data management to fulfil chemical requirements (Hasbro Standards).
* Managing the team of 7 by assigning tasks to individuals.
* Analyzing FMEA (Design & Manufacturing) & working for continuous improvement.
* Handling E-connect system for BoS , BoM, packaging dimensional data submission etc.

**Project activities**:

* Identifying project phases and elements and prepare project execution plan by calculating time requirement
* Arrange project kick off meeting and exploring project execution schedule from start to end.
* Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions,
* Day to Day update about our activities to Hasbro i.e. communication with customers.
* Prepare SOP, plan Vs actual project plan

**Responsibilities**: As an Trainee Engineer Project (Co-ordination), having knowledge and responsible for:

* Assists in preparation and implementation of Project Execution Plan
* Attends the Weekly Progress Meetings (Internal as well as with Client) and assist in preparation of Minutes of Meetings
* Monitors work in progress and prepares weekly report of the status of each assignment.
* Coordinates with all project related personnel on day-today progress of work activities, procurement and operations to ensure timely completion of the project.
* Trials and analysis and testing of product by changing parameters.
* Assisted chemical audit, ISO 9001 audit, ICTI audit and customer audit i.e Hasbro audit

**ACADEMIC** **QUALIFICATION**:

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| --- | --- | --- | --- | --- |
| 1 | ME Mechanical Design | 2017 | Dr. DY Patil School of Engineering, Pune | 7.75 CGPA |
| 1 | BE Mechanical Engineer | 2015 | Dr. DY Patil School of Engineering, Pune | 64.56 % |
| 2 | HSC | 2010 | Maharashtra State Board, Pune | 61.33 % |
| 3 | SSC | 2008 | Maharashtra State Board, Pune | 79.38 % |

**SKILLS:**

* MS- Office (Excel, Word, PowerPoint)
* Certified course from DISHA COMPUTERS in AutoCAD 2012.
* Certified course from PTC CREO in Creo Parametric 2.0.
* Fourth Shift

**STRENGTH:**

* Quick learner, Flexibility & Adaptability
* Decision making skills
* Positive Attitude: Creating a positive work environment
* Goal oriented: results achiever, Meeting deadlines

**PERSONAL PARTICULARS:**

* Date of Birth: 1st Nov 1992
* Hobbies: Listening to Music, Travelling, Trekking
* Marital Status: Single
* Nationality: Indian

I hereby declare that the above statement is true to the best of my knowledge and belief.

Place: Pune (Pooja Kunjir)