**CURRICULUM VITAE**

**AFRIN ABDUL QURESHI**

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**Objective:**

I am to deliver my best at both mental and physical levels to excel in my job. Prefer an organization where I have the opportunity to enhance my skills and meet new challenges.Would like to participate in development and achievement of corporate plans and goals.

**Work Experience:**

**Company Name: Hawa Valves India Pvt. Ltd**.

* Currently Working as an **Application Engineer** at Hawa Valves India Pvt. Ltd. **Since 2nd May to Till Date.**

1. Review of enquiries & ensuring that all the project specific documents are available & have been provided by the client.
2. Confirm compliance to the applicable international codes & standards like ASME, ASTM, API, ISO,SHELL DEP, SHELL MESC, SHELL SPE, PDO SP & other end user’s specifications
3. Prepare & release technical datasheets meeting with client’s specifications & various standard.
4. Prepare the deviation or clarification list to be sent along with the Techno-commercial offer.
5. Attend with extra care to Type Acceptance Test or additional testing requirements from client which is to be accounted in Techno-Commercial offer.
6. Resolve Client’s Technical & Commercial Queries.
7. Revise the quotation if requirements different from those previously expressed are found in the queries from the client.
8. Representing company’s reputation for the excellence of our products, solution & ability to understand & meet the specific needs of clients by means of discussions.
9. Bringing client’s critical requirements back into the R & D, Design & Production Process for the development towards upgrading the existing product range.
10. Representing the company in meetings oriented to technical discussion &presenting product range using proper tools.
11. Preparing Techno-Commercial offer & Order entry in ERP system.
12. Reviewing of Purchase Order & ensuring Purchase order comprises of the only requirements which were expressed during bidding stage or have been resolved during Technical evaluation stage.
13. Inform client for any technical ambiguities present in the purchase order being not acceptable, through email & phone calls.
14. Request to client for necessary amendments to be made in Purchase Order.
15. Take care of clean internal handover of the client’s Purchase order.

**Company Name: Cesare Bonetti India Pvt. Ltd**.

* Working as an **SeniorApplication Engineer** at CesareBonetti India Pvt. Ltd.**since 10th September,2013 to 16th October 2017Responsibilities:**

1. Reviewing the valve enquiry in detail and making decision of quotation & Regretting Enquiry.
2. Understand the customer requirement & accordingly suggest the solution through appropriate product ranges available.
3. Communicating with customers and designing as per their requirement.
4. Preparing techno-commercial offer (quotation) for the received enquiry and sort out discrepancies (Major client such as Thermax Ltd., KEPL, Hi-Tech Engineering, Uttam Energy etc.).
5. Resolving & communicating the customer queries related to the requirement.
6. Preparation of tenders documents( such as IOCL, SAIL, NTPC & RCF) & quotation.
7. To suggest remedies of valve problem.

**Company Name: Zenith Tins Pvt. Ltd**.

* Worked for 1 year as a Trainee Engineer at Zenith Tins Pvt. Ltd.**since 27th August,2012 to 8Th September 2013**

**Responsibilities:**

1. Making drawing in the AUTOCAD
2. Monitoring of the Process.
3. Object measurement &keeping record in file

**Training Attended:**

Attended a workshop on Automation Systems and Field Instrumentation at Rashtriya Chemicals Fertilizers Ltd., Chembur.

**Educational Qualification :**

* **B.E.** in **Instrumentation** from Mumbai University in 2012 with 71.86%.
* **H.S.C.** from Maharashtra State Board of Secondary & Higher Secondary education in 2008 with79.83%.
* **S.S.C**. from Maharashtra State Board of Secondary & Higher Secondary education in 2006 with81.60%.

**Personal Details**:

* Date of Birth: 01st July 1989.
* Martial Status: Married.
* Gender: Female.
* Nationality: Indian.
* Languages known: English, Hindi, Marathi.
* Strenghts: Quick Learner, Honesty, Hard Work,Positive Attitude.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Navi Mumbai.

(Afrin Qureshi)