

NAME

Phone: xxxxxxxx Email: xxxxxxxx@gmail.com

XX

MBA & MECHANICAL ENGINEER

CAREER OBJECTIVE

Seeking a challenging and rewarding opportunity with an organization of repute, preferably Automobile Sector which recognizes & utilizes my true potential while nurturing my analytical and technical skills.

Strong desire to work as an **Assistant Manager in Quality Assurance or HR department** in an industrial environment, to utilize acquired knowledge, skills and ability to design, install, and improve industrial systems, so as to increase efficiency and profitability of the organization.

EDUCATION

- ❖ **MBA (HR)** XYZ University, xxx, Himachal Pradesh (70 % marks) 2013
- ❖ **B.Tech (Mech)**, XYZ Engineering College, xxxxxx, Kurukshetra University, (70 % marks) 2011

SKILLS & CAPABILITIES

- ❖ **Knowledge** of design, installation, and improvement of industrial systems, hr policies, roles and responsibilities of projects & their implementation.
- ❖ **Timely completed** project work involving efficiency, work design and measurement, industrial costs and controls, data management and system design, ergonomics, statistics and operations research.
- ❖ **Assisted in** plant layout, facilities planning, time & motion study, manpower planning, consumption control, work aids, re-engineering, training & motivation, MIS & DATA analysis.
- ❖ **Computer Skills:** AutoCAD 2009, MS Office, Windows 7,Vista,XP

PROFESSIONAL EXPERIENCE

Intern - XYZ LTD. XXXXXX Aug 2012 to Sept 2012

- ❖ **Exposed** to performance appraisal and job rotation policies, monetary reward, balance scorecard method and wider knowledge and understanding on how to maintain accuracy and quality work in a large organization.
- ❖ **Helped** in framing policies related to industrial relations, trade union recognition, participative management, ESI (employee's state insurance), quality and environment.
- ❖ **Gathered** information about the company's structure, objective, scope, mission and achievements.
- ❖ **Conducted** surveys, sampled and collected data. Learnt how to utilize and maintain HR policies..
- ❖ **Recorded** information about utilizing resources and creating new ideas.

Intern – XYZ HEAVY ELECTRICALS LTD. XXX, INDIA July 2010 to Aug 2010

- ❖ **Gained** experience and understanding on various aspects of manufacturing of steam turbines, including the assembly lines of steam turbines.
- ❖ **Directly oversaw** the functioning of world's largest boilers and turbines & their practical applications.

Intern – XYZ MARUTI, XXX

July 2009 to Aug 2009

- ❖ **Gained** hands - on experience and understood the functioning of machine shop including cutting, drilling, milling along with various welding perspectives like tig welding etc.
- ❖ **Received** great appreciation for the power point presentation given by me at college after internship. Gained understanding of various aspects of automobile assembly line and their functioning.

ACADAMIC PROJECTS

Project #1 An Emission Filter to Reduce Carbon using Catalyst Glass wool in Diesel Engine
Duration 2 months
Team Size 4
Project highlights An emission filter was used along with, very fine glass like woolen, in diesel vehicles to reduce carbon content
Installed in the silencer passage of automobile vehicles, to minimize pollution.
The test **led to 16 % drop in carbon content** in an old vehicle reducing a high level of pollution.
Received recognition from University staff for environment friendly project.

Project #2 Automatic water & electric power conservation unit for domestic purpose.
Duration 2 months
Team Size 4
Project Highlights The system was designed through balloon and plastic moulded design sticks, which was connected to an electric connection.
On water tank being full, the balloon would rise and cut the water supply.
On water level being low the connecting devices would make a sound (using sensor-calibrator) for optimum utilization of water and electricity.
Performed simulation of water pressure and volume ratio.

MBA Research Project

Objective To document roles and responsibilities of staff and analyze the resource utilization in the central maintenance department of the organization.
Aim To get a different exposure of work and effective utilization of resources in large organizations.
Project details Responsible for mapping roles and responsibilities for new joiners.
Responsible for studying the recruitment, payroll, leave and overtime policies to conduct gap analysis.
Successful conducted a survey and detailed analysis for the allotment and management of contractual workforce.
Reviewed existing systems & procedures and conceptualized and recommended measures for achieving higher operational efficiency and resource rationalization.

OTHER INFORMATION

Date of Birth: 28thJan 1988 | **Language Known:** English & Hindi | **Hobbies:** reading, watching inspirational programs, playing carom & sudoku, net surfing, photography and traveling

References: Available on Request