

Sanjiv Veerabadran

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Dubai, UAE.

Visa Status: Visit Visa valid till Nov 2020



OBJECTIVE:

As a Mechanical Engineer I am in quest of mechanical engineering related opportunities to enhance my skills and knowledge to grow along with the organization.

Professional Experience:

Company Name: Royal ply and veneers Pvt. Ltd.

Designation: Administrative Executive

Location: Coimbatore, India

Duration: 7 months(May 2019 - January 2020)

- Managing the sales process from new order placed.
- Having a good relationship with the customer.
- Get the plywood goods for the customer from the factory on time.
- Communicating with the customers face-to-face, through emails, phone calls and visiting customer's place to get accurate detailing and descriptions of the products requested by the customer.
- Providing valuable suggestions and options to the customer to select the good design in plywood and its specification.
- Surveying and cross verifying the materials required according to the design of the project and as per the requirement of the client.
- Making sure to keep adequate stock of plywood available in the yard.
- Doing tax invoice for the goods sold to the customers.
- Taking purchase order from the construction company.
- Following up with the customer for the payment on due time.
- Finding new supplier for the different product of the plywood if needed.
- Documentation of all the purchase order and tax invoices.

Software skills:

- ✓ AutoCad
- ✓ Solidworks
- ✓ Excel
- ✓ Tally ERP

Languages:

- ✓ English
- ✓ Tamil
- ✓ IELTS Score 6/9

Qualification:

- ✓ B.E. Mechanical Engineering (65%) - Passed 2019

Organization Skills:

- ✓ Time Management.
- ✓ Inventory Management
- ✓ Procurement

Training Details:

Name of the Industry	Duration	Areas of Exposure
Ambal Autos, Coimbatore	20 days	Automobile service training
AGIIT, Coimbatore	6 Days	PLC and Robotics training

B.E Final Year Project:

Title: Automated guided vehicle, automatic storage & retrieval system

Industry: Axis Global Automation

Objective: To fabricate & test the AGV with ASRS integrated system for automation in library.

Field of interest:

- Procurement and Inventory Management
- Investment and Fund management
- Research and Development

Personal details:

Date of Birth: 13-05-1997

Nationality: Indian

Passport Num: S9611546

Declaration:

I hereby declare that the details furnished above are true to the best of my knowledge.

Place : Dubai, UAE

Date :

Sanjiv Veerabadran