

**Curriculum Vitae**

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**Akil Diwan**

**Flat No-106, Block-B, Pukhraj City, Behind Pink City, Indore-452001, M.P. India.**

**Permanent Address: 2, Susagar Society, Near Overbridge, Bhalej Road, Anand-388001 Gujarat.**

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| **🞳 Objective** |

**To obtain an interesting and challenging position in a Dynamic Company**

**that will allow me to use my skills and potentials.**

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| **🞳 Education** |

* **MBA - Operation and Production Management**  **(Pursuing)**

Suresh Gyan Vihar University, Jaipur

* **Degree in Metallurgical and Materials Engineering**  **2009**

Maharaja Sayajirao University, Vadodara

* **H. S. C. (Higher Secondary School Certificate) 2004**

Gujarat Secondary Education Board

* **S. S. C. (Secondary School Certificate)** **2002**

Gujarat Secondary Education Board

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| **🞳 Work Experience** |

**6. BEEKAY STEEL INDUSTRIES LTD. February 1, 2023 TO Till date**

Industrial Park, Parawada - 531 021 ANDHRA PRADESH INDIA

**Job Title : SENIOR MANAGER OPERATION**

* Responsibilities :
* Lead, motivate, and support a large team within a time-sensitive and demanding environment, including career development plans for direct reports and problem resolution
* Manage data collection for the updating of metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and **deliver excellent customer service**
* Meeting the business objectives and operational needs in terms of price, quality and delivery targets, which enables the company to function and compete effectively in the market to include: Terms and conditions, supplier selection/de-selection, evaluation and rationalisation of supply chain solutions including vendor managed inventory, supplier consignments and safety stock
* Partner with cross-functional teams to improve proprietary tools and systems
* Developing operations systems by determining product handling and storage requirements; develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management, and shipping
* Analysing and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes
* Forecast requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions
* Conducting budget reviews and report cost plans to top management
* Working closely with legal and safety departments to ensure that activities remain compliant

**5. DNA MOBILE & COMPUTERS LTD. July 6, 2022 TO November 2022**

STOWMARKET, SUFFOLK, IP14 2AN UNITED KINGDOM.

**Job Title : BUSINESS SUPPORT MANAGER**

* Responsible for :
* Ongoing management of purchasing strategy and activity and for ensuring optimal supplier performance and price.
* **Ensure the Supplier Quality as per contracted standards and responsible to develop the quality standards at suppler end.**
* Developing and implementing a strategy to ensure the function is operating in line with the objectives of the business to add value, mitigate supply chain risk and deliver cost savings.
* Developing and maintaining strategic supplier relationships and manage the development of contracts, contractual relationships and contract management to deliver continuous improvement in delivery of goods and services by the supply base.
* Importing spare parts and machineries.
* Initiating and developing creative and innovative procurement processes (eProcurement).
* Craft negotiation strategies and close deals with optimal terms.
* Forecasting price and market trends to identify changes of balance in buyer-supplier power.
* Seeking and partner with reliable vendors and suppliers
* Managing the budgeting from identification to completion of projects.
* Office managers plan, organise and co-ordinate the activities and resources of offices within commercial, industrial and other non-governmental organisations and public agencies.
* Overseeing the day-to-day operations of company’s support services.
* Managing a team of customer service representatives, technical support specialists, and other staff, to ensure that customers have a positive experience with the company’s products or services.
* Exposure to global customers in supporting technical queries. This can include technical reviews, technical publishing or site visit.
* Leading Process control and manufacturing Quality related Audit activities (Customers and Internal audits), which includes preparation, audit execution and action follow up actions.
* Overseeing human resource functions such as hiring new employees, conducting performance evaluations, and administering benefits packages to current employees
* Ensuring that all company policies are followed by employees and managers
* Coordinating with external vendors to provide services such as printing, shipping, or insurance claims processing
* Managing budgets and cash flow, monitoring expenditures, and predicting future needs
* Providing leadership and management support to department staff in order to ensure company goals are met
* Reviewing employee performance, addressing issues such as absenteeism or tardiness, and recommending disciplinary action where necessary
* Helping to create and implement new policies, procedures, and strategies to improve efficiency and productivity
* Preparing reports on staff performance and attendance records
* Developing and administering orientation programs to help new hires learn about company culture and their job responsibilities

**4. PT JAYKAY FILES INDONESIA January 15, 2020 TO February 2022**

SEMARANG, JAVA TENGAH, INDONESIA.

**Job Title : HEAD OF SCM, QC, PPIC**

* Leading the team of **Quality Assurance**, **SCM & PPIC departments**.
* Preparing monthly, weekly and day wise planning along with production team.
* Managing budgets and cash flow, monitoring expenditures, and predicting future needs
* Overall responsibility for Purchasing and Cost Estimating activities across the business
* Took ownership of the purchasing policy, guidelines and any associated documents
* Ensuring that purchasing strategies and processes are in place to meet business objectives and operational needs in terms of price, quality and delivery targets, which enables the company to function and compete effectively in the market to include: Terms and conditions, supplier selection/de-selection, evaluation and rationalisation of supply chain solutions including vendor managed inventory, supplier consignments and safety stock
* Planning of Raw Material with analysis of Consumption & Projection.
* Customer Focused Inventory.
* Preparing raw material planning and making available all the materials for production according to the ROL.
* Budgeting for Raw materials according to the marketing orders forecasting.
* Responsible for importing the raw materials, chemicals, packing materials and machinery spare parts.
* Working closely with Research Development to source new and alternative raw materials
* Working alongside the senior management team in contributing to overall business objectives.
* Identifying the plant WIP and planning to utilize them first.
* Responsibility to receive **Voice of Customers** **& to make the product as per requirements of customers.**
* Completed the audits and got the **ISO 9001:2015 certification** from TUV.
* Responsible for all the **metallurgical and mechanical testing** of the products.
* **Ensuring Hot rolling mill & Cold rolling mill vendors are compliant the framework of ISO 9001.**
* **Responsible to develop new products at Hot Rolling & Cold Rolling Vendors end.**
* Leading Process control and manufacturing Quality related Audit activities (Customers, Certification (ISO), and Internal audits), which includes preparation, audit execution and action follow up actions.
* Representation of company at customers/ suppliers with respect to quality management and quality assurance
* **Exposure to global sales teams & customers in supporting technical queries. This can include technical reviews, technical publishing or site visit.**
* Responsible for **supplier quality management** and is the primary quality interface with the suppliers
* Responsible for management of **materials spec** or supplier **QA agreement/ SQC** and supplier early alert systems (include liaison with suppliers to sign off spec, SQC agreement and other management system arrangement)
* Responsible for supplier quality and on-site contractors’ performance reviews on a periodic basis
* Analyze product and **material reliability tests** results to provide insights on the risk on product field failures and predict its mean-time to failure for different production batches/ BOM combination/ product types
* Perform investigation projects that can include product reliability data analysis, and modeling product performance behaviour to identify opportunities in future development or continuous improvements for current technology.
* Develop & contribute to building knowledge base of degradation from product to material level.
* Handles customer visits and factory **audits and product inspection**.
* Responsible to prepare **plant quality budget** for supporting improvement of process & of product performance.
* Identifying the suspected source of variations of the process and taking actions on it and preparing the concreate actions for their counter measures.
* Taking concrete actions against the customer complaints and submitting the **CAPA** to the customers.
* Preparing day at glance and monthly MIS to aware the team regarding the loss of poor quality and preparing **CAPA** to avoid **COPQ**.
* Leading the Change Management and **Change Review Board** (CRB) activities including KPI’s related to change management. Management of common, Special Work Request (SWR) tools, integrity and deployment of quality systems and ensuring compliance to all quality procedures (SOPs and LOPs).
* Monitoring the process loss and decide the corrective & preventive actions.
* Giving training, of 7QC tools & of laboratory instruments like Microscope, Hardness Tester, Tool maker Microscope and of testing like Humidity Testing, Spark Testing etc. to the workers and staff members shifted to work in laboratory.
* Assuring the all inputs (Macro, Spark test and Micro Decarburizing, Grain size, Inclusion Rating).
* Define, design & develop the new machineries to improve the process capability and product quality.
* Write complex **technical reports** by analyzing circuit and process design criteria, plant layouts, technical specifications, **technical evaluations** and making recommendations for equipment selections
* **Selection of materials** for process change from input to the final products.
* Responsible for the **R&D** for matching the new product characteristics.
* To ensure timely calibration of lab instruments and documentation
* Responsible for plant having valid ISO certificate.
* Responsible for the training of all new operators and planning for skill enhancement of new operators.

**3. JK FILES (INDIA) LTD. January 24, 2011**

**(A division of RAYMOND Limited)**

THANE, MAHARASTRA, INDIA.

**Job Title : Asst. Manager-Quality Assurance**

* Leading the **Quality Assurance Department** Of Pithampur Plant.
* Receiving the Voice of Customer & to make the product as per requirements of customers.
* Engineering experience in product or process development/ customer quality/ product reliability.
* **Responsible to maintain the quality parameters for Hot rolled products, and to design & develop new hot rolled sections in hot rolling section mill.**
* Leading Process control and manufacturing Quality related **Audit activities** (**Customers, Certification (ISO), and Internal audits**), which includes preparation, audit execution and action follow up actions.
* **Exposure to global sales teams & customers in supporting technical queries. This can include technical reviews, technical publishing or site visit.**
* Responsible for Vendor approval Procedure.
* Responsible to validate and to approve the process change requests.
* Responsible to prepare plant quality budget for supporting improvement of process & of product performance.
* Completed the validation process of robotic hardening of 6” R/T files.
* Giving training to the team regarding **RCA** through problem solving technique.
* **Team building** and responsible to make them accountable to achieve goals of the organization.
* Handles customer visits and factory audits and product inspection.
* **Preparing day at glance and monthly MIS to aware the team regarding the loss of poor quality and preparing CAPA to avoid COPQ.**
* Participating in installation of 10” Rolling Mill.
* Using Quality Transitions in SAP system.
* Along with Plant Quality Leader, I have additional responsibility of production & planning of file division.
* By Problem Solving Technique, revised the roll passes of rolls to minimize the width variation in Triangular sections of hot rolled bars.
* Kaizen implementation.
* Giving training, of 7QC tools & of laboratory instruments like Microscope, Hardness Tester, Tool maker Microscope and of testing like Humidity Testing, Spark Testing etc. to the workers and staff members shifted to work in laboratory.
* Assuring the all inputs (Macro, Spark test and Micro Decarburizing, Grain size, Inclusion Rating).
* **Metallurgical testing of hot rolled products and annealed products.**
* **Failure investigation** of failed components like rolls, dies etc.
* Validated and set the **hardening process** of files and also set the robotic hardening process.
* Performing performance testing of final products.
* Management Representative of J K Files (India) Ltd., Pithampur plant.
* **Implemented the ‘5S’ and frequently leading meetings** **(of MRM, QA, Safety & 5S)**.
* Two years looked after the activities of **Environment and Pollution control.**
* **Assuring and controlling the processes like rolling, annealing, grinding, hardening, proving**.
* **Monitoring the process loss and decide the corrective & preventive actions**.
* **Assuring the final product** and give clearance for dispatch.
* To control the process parameters to make raw material of files.
* Responsible for pre-dispatch inspection and final inspection of **domestic** and **export** material.
* Coordinate with external laboratories as per requirement
* To ensure timely calibration of lab instruments and documentation
* Responsible for plant having valid ISO certificate.
* Following the processes and maintained as per **BIS STANDARD and ISO 9001:2015**.

**2. Panjab Steel Rolling Mill September 2009**

Vadodara/Gujarat /India

**Job Title : G.E.T.in QC Department**

* **Raw material visual & physical inspection and their chemical analysis.**
* Looking production process as per the BIS specification.
* Ensure quality of **TMT Bars** as per **IS 1786 specification** throughout the manufacturing process.
* Allocate work to other members of team in order to ensure delivery of **design to quality, time and budget and also decide purchase order of required items of QC department.**
* **Responsibility of calibration of lab equipment and renewal of BIS certificate.**
* **Design, develop and specify the process for changing the grades of bars.**
* Design the grooves on the rolls for the different sections of the bars.

**1. Indus Institute of Technology & Engineering June 2009**

Ahmedabad / Gujarat / India

**Job Title : Lecturer**

* Teaching **Heat Treatment, Material Selection** & Specification and **Advance Materials** subjects.
* Authority of **Heat Treatment Lab and their related projects**
* To guide the students for their bride future.

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| **🞳 Extra Educational Activities** |

* I have done my vocational training in **Heat Treatment Shop of Gear division in ELECON** **ENGINEERING LTD** from 7th June 2008 to 23rd June 2008.
* I have completed project on **Review of Hand Tools (Heat Treatment & Characterization)**
* During project we compare the HSS with ordinary steel and showed difference in application.
* Also their **Heat Treatment processes of different grade of Tool Steels**.
* Completing dissertation on “**Electrochemical Evaluation of Austenitic Stainless Steel for Chloride Containing Water at High Temperature and Pressure”**.
* To evaluate the material on the basis of Corrosion Tests in different worst environment.
* To estimate the life of materials used critical applications.

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| **🞳 Additional Skills** |

* ANDROID PHONES, IPHONE & LAPTOPS REPARING & SERVICING
* CERTIFIED INTERNAL AUDITOR OF QUALITY MANAGEMENT SYSTEM (ISO 9001:2015)
* **CERTIFIED INTERNAL AUDITOR OF INTEGRATTED MANAGEMENT SYSTEM (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)**

**Good Computer Skills.**

* **MS Office** (Word, Excel, Power Point)
* Working in **SAP**
* Proficient with Internet application, email etc.

**Strengths:**

* Optimistic.
* Communicate effectively through presentation and technical reports
* Enjoys a rigorous technical debate among peers & management to drive to business outcome.
* Technical skills including problem-solving, statistical data analysis and design of experiment.
* Leadership.
* I believe in punctuality and regularity.
* Hardworking & believe in perfectness.
* I believe in knowing people before working with them.

**Hobbies:**

* Listening music.
* Travelling.
* Drawing sketches and painting.

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| **🞳 Personal Details** |

Date of Birth : 13th October, 1986

Marital Status : Married

Religion : Islam

Nationality : Indian

Languages known : English, Hindi, Urdu & Gujarati

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| **🞳 Passport Details** |

Passport No # : T 3840865

Date of Issue : 30 / 04 / 2019

Date of Expiry : 29 / 04 / 2029

Place of Issue : BHOPAL

Date : 19/07/24 **Akilsha Diwan**

Place : INDORE **B.E. (Metallurgy & Material Science)**