

Curriculum Vitae

Sunil Shinde

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Objective

- ❖ Implement my knowledge and skills towards the organizational growth and to provide value added services to organization.

Profile:

- ❖ Qualified with Diploma in Mechanical engineering from MSBTE Pune (India) with latest Trends & techniques.
- ❖ Understanding of production planning, scheduling, manpower allocation & reducing cycle time of production process.
- ❖ Trained in AutoCAD 2D and 3D.
- ❖ Trained in Aconex Construction EDMS software.
- ❖ Self-motivated & hard working & Goal oriented with high Degree of flexibility
- ❖ **Personal Information:**

Name : Sunil Vitthalrao Shinde
Passport No : L6285841
Visa status : Visit Visa (10August 2020 to 10 Nov 2020)
Nationality : Indian
Date of Birth : 16/10/1982
Marital status : Married
Languages Known : English, Hindi, and Marathi.

Academic Information

DEGREE	UNIVERCITY	YEAR	PERCENTAGE
D.M.E	M.S.B.T.E PUNE	2014	68%
H.S.C	KOLHAPUR	2002	61%
I.T.I	DELHI	2001	78%
S.S.C	KOLHAPUR	1998	64%

Work Experience

- **Company Name : MIDDLE EAST MFG.STEEL LLC AL - GHAIL RAK,UAE (DRUM PLANT & FAB , CONSTRUCTION COMPANY)**
Position : Secretary/Document controller
Period : 12 June 2017 to 28 Feb 2019

➤ Job Description:

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams

- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

PROJECTS DONE-1. Blue waters islands

2. Hotel Taj Vivanta JLT

➤ **Company Name** : **GDM INTERIORS.SHARJAH, U.A.E. (INTERIORS & GLASS PROCESSING COMPANY.)**

Position : Production Engineer

Period : 2 March 2015 to 14 march 2017

Job Description :

- ☐ Planning and execution of work as per drawing and design.
- ☐ Supervision of working Labor to ensure strict conformance to methods, quality and safety.
- ☐ Optimization and order of material required for the process. (E.g. Glass sheets, accessories, machine parts and safety equipment's etc.)
- ☐ Checking the quality of final products and manage dispatch.
- ☐ Visit of site as per requirement to ensure quality of work.
- ☐ Increase Productivity, company profit and cost effective production.

➤ **Company Name** : **INTERIORS INTERNATIONAL INDUSTRIES LLC DUBAI, UAE. (Glass Processing & Installation)**

Position : Production In-charge.

Period : 14 July 2011 to 25 July 2013

Job Description :

- ☐ Overview of daily production and machine maintained, Breakdown
- ☐ Providing guidance to production team for regular work flow according to their lead time.
- ☐ Organizing Daily work load and proper house keeping with 5S.
- ☐ CNC operation and programs for glass cutting.
- ☐ Order Material of requirements and final product dispatch

➤ **Company Name** : **MEGASTAR TRADING LLC. (Elegant Industries) Dubai.(Glass Processing & Installation)**

Position : Production In-charge.

Period : 26 July 2006 to 09 Sept. 2009

Job Description

- ☐ Forecasting the requirements of the production in order to achieve the production target.
- ☐ Making most efficient utilization of the available sources for production.
- ☐ Minimizing 'throughput time' and 'work in process inventory. Achieved by systematic production plan and by efficient execution.
- ☐ reducing material handling cost, which generally is achieved by the use of efficient material handling system
- ☐ Reducing the quality cost with the help of analysis of non-conformances on periodic basis and also by corrective and preventive actions.
- ☐ Building team spirit among the workmen and also motivating by means of personal involvement.
- ☐ Improving the productivity level by training & bringing into use the standards of the performance from work measurement studies etc.

➤ **Company Name** : **Kirloskar Brothers Ltd. Sangli (India) (Pump Manufacturing Unit).**

Position : Trainee Apprentice.

Period : 01 Oct 2001 to 01 Oct 2002.

Job Description : Industrial Training.

➤ **Company Name** : **Bajaj Tempo Ltd. Pune, India. (Auto Mobile Manufacturing Unit)**

Position : Production officer

Period : 10 Aug 2003 to 09 Mar 2004.

Job Description : Supervision on SPM and Drilling Machines Dept.

➤ **Company Name** : **Simmonds Marshal Ltd. Pune, India (Auto Mobile Spare Part Manufacturing Unit)**

Position : Production officer

Period : 26 march 2004 to 11 Nov 2004.

Job Description: Supervision on SPM and Drilling Machines Dept.

➤ **Company Name** : **Kirloskar Brothers Ltd. Kirloskarwadi,India. (Pump Manufacturing Unit)**

Position : Production officer

Period : 17 Nov 2004 to 14 May 2005.

Job Description : Supervision on SPM, VTL and Drilling Machines dept.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge.

Date : / / 2020

Place : (DUBAI U.A.E.)

Thanks & Best Regards,

(Sunil Shinde)