

RESUME

Vijeth Shetti



E-Mail:

vijethshetti@gmail.com

Phone: - +91-7353526673

+91-8369562412

Address for Correspondence:

**Vijeth Shetti A/404,
Pancham CHS Ltd. Near
Gokhale Mahavidyalaya,
Next to Old MHB Colony,
Gorai Road, Borivali West,
Mumbai - 400 091.**

Personal Data:

Date of Birth : 09-06-1998

Sex : Male

Nationality : Indian

Religion : Hindu

Marital Status: Single .

Area of Interest:

Sales & Marketing.

Objective:

A spring challenging and Motivating career in an Organization Where I can use my Skills, knowledge, Sprit of team work and Enhance my knowledge as well as the growth of the Organization.

Seeking a position where I can utilized my skill and knowledge for the growth of the company.

Educational Qualification:

- MBA in Finance & Marketing from **Swami Vivekananda Subharti 'University Meerut** (Uttar Pradesh) with 65.31% (2022).
- B-Tech in Mechanical Engineering from **Kalinga University** Raipur (Chhattisgarh) with 67.49% (2020).
- Diploma in Mechanical Engineering from **Kalinga University** Raipur (Chhattisgarh) with 60.59% (2017).
- Completed Matriculation from **M.E.S High School** Sirsi (Karnataka) with 36.32% (2014).

Present Company Profile :

- **International Certification Service Pvt Ltd.** Asst.Manager-Marketing from January-2023 to October-2023.

Roles & Responsibilities:

- Preparing complete documents as per the tender requirements.
- Quoting the price in tender.
- Prepare Quotation for clients.
- Check & verify the documents for tender.
- Vendor Registration.
- Attending pre Bid Meeting & Post bid meeting.

Languages Known:

English, Hindi and KANNADA
(Write, read and speak)

Previous Company Profile :

- **M/s. Marelli Motoherson Auto Suspension Parts Pvt Ltd.**
Graduate Engineer Trainee Working in Pune since July 2022 to Dec 2022.

Roles & Responsibilities:

- Presently Working as a In-Charge for Quality and Production department Manufacturing Shock Absorbers & Gas Springs Line.
- Preparing the in-process inspections reports (visual & dimensional) of components which is produced in shop floor & also which is are purchased components, as per defined specifications.
- Coordinating to calibration all measuring instruments, gauges & fixtures at periodical time.
- Monitoring & maintaining all critical measuring equipment & instrumentation to ensure proper operation or checking.
- Evaluating problems & making initial recommendations for possible corrective action to supervise.
- Controlling of QMS documents (Quality plan, Quality Alert, Control Plan, PPAP etc.) & retention of records.
- Final inspections of components before they are packed in cartons, stored & palletized for shipping, as per customer requirements.

Computer Knowledge:

- Basic computer Auto Card 2D&3D
- Pythons
- Microsoft Office word
- Microsoft Office Excel

Strength :

- Quick learner efficient smart work and goal oriented.
- Good listener and positive attitude towards responsibilities.
- Ability to operate both independently and in team environment with excellent analytical and interpersonal skills.

Declaration:

Hereby, I assure that the information furnished above is true. If I get an opportunity to work in your concern, I assure that I shall discharge my duties to the fullest delight of my Employer and to the best of my ability.

Thank you,

Yours Truly,

Place:-

Date:-

[VIJETH SHETTI]