

# **CURRICULUM VITAE**

**Name : Vivek kumar**  
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**Permanent Address**  
**S/O: Mr Ravindra Kumar**  
At: Qt. no. - B/766, Sector 2  
Post - Dhurwa, Dist - Ranchi, Jharkhand  
Pin code - 834004

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## **CAREER OBJECTIVE:**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## **EDUCATIONAL QUALIFICATION:-**

- Bachelor of Technology in Mechanical Engineering from Majhighariani Institute of Technology & Science ,Orissa, 2013-2017.
- Intermediate from Yogoda Satsanga Mahavidayalya, Ranchi ,2011-2013
- 10<sup>th</sup> from Prabhat Tara High School, Ranchi, 2010

## **WORK EXPERIENCE:**

- **Company Name – SMITH THERM PVT LTD**
- **Duration – August 6, 2018 to Till date**
- **Designation – Inspection and Quality Control Engineer AND Purchase Executive**
  - Inspecting the product by taking its measurements after completion and creating the final report.
  - Procurement of raw materials for the company.

## **WORK DETAILS:-**

- **Inspection and Quality Control**
  - Used inspection equipment such as vernier calipers, height gauges, radius gauges, OD and ID calibers, micrometers and hand tools.
  - Maintained and organized all records, documentation, and other files associated with quality engineering and inspection tasks.
  - Ensuring products are safely and securely packaged for shipment, or storage according to specifications.

➤ **Procurement Handling**

- Determine the needs of the company in regards to machinery and supplies necessary for safe operation, and adjust inventory accordingly.
- Research and meet with potential suppliers to compare products, prices, and lease terms, and make the best decision for the company.
- Negotiate sales agreements with selected vendors to get the best value, and periodically revisit and renegotiate contracts for the duration of the business relationship.
- Manages Administrative Duties and Collaborates Internally, inventory tracking, problem tracking, travel and expense reports, and other required documentation; liaise closely with Customer Service on issues such as customer information, product details, pricing, etc. to support smooth processing of orders; work according to code of conduct.

**PERSONAL DETAILS:**

<b>Name</b>	:	Vivek kumar
<b>Date of Birth</b>	:	03 <sup>rd</sup> September 1994
<b>Father's Name</b>	:	Mr. Ravindra kumar
<b>Nationality</b>	:	Indian
<b>Gender</b>	:	Male
<b>Language known</b>	:	English & Hindi
<b>Contact No.</b>	:	9123250050
<b>E-mail</b>	:	vivekkr0815@gmail.com

**DECLARATION:**

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

Yours Faithfully

Vivek Kumar