*RESUME*

***Sunilkumar Maganbhai Nayee***

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382740

Dist.: GANDHINAGAR (N.G.)

**Objective**

To do every work in very precise manner to convert in to favorable results by adding maximum efforts.

**Personal Profile**

* + - Date of Birth : 16th , November 1991
    - Sex : Male
    - Marital Status : UnMarried
    - Language Known: English, Gujarati, Hindi
    - Nationality : Indian
    - Hobbies : Reading, Music, Traveling

**Educational Qualification**

* + - HSC

Gujarat Secondary Education Board – Gandhinagar March - 2009

* + - SSC

Gujarat Secondary Education Board – Gandhinagar March - 2007

**Professional Qualification**

* + - M.S.OFFICE – I have knowledge M.S.OFFICE, I have good

Knowledge of Tally 9(ERP).

**Experience**

**WINDSOR MACHINES LIMITED.**

Designation : COMPUETR EXE.

Duration : From DEC 2013 to FEB 2017.

Nature of Business : MACHINES GUIDENACE BOOK TYPING

**Current Employer:**

**MAXIM TUBE PVT.LIMITED.**

Designation : PLANNING EXECUTIVE

Duration : From FEB 2017 to till date

Nature of Business : Mfg. of Stainless Steel Pipe & Tubes.

**Job Profile:**

Responsibilities:

* Supervise and coordinate activities of workers who are engaged in cold drawing, pilgering, Piercing, welding, annealing, straightening and cutting operations of seamless and welded stainless steel pipes & tubes.
* Understand company policies to workers and force workers to follow safety regulations.
* Estimate worker hour requirement by studying production schedules to complete job assignments within deadlines.
* Provide information related to assigned duties to workers.
* Understand specifications as per ASME/ASTM and job orders.
* Analyze and resolve work related problems.
* Set up and adjust work procedures to meet production schedules.
* Maintain production records.
* Frequently go through inspection visits to raw material supplier companies in foreign countries.

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* Scheduling: Development of Base Line Schedule
* Preparation of Weekly, Monthly & Three Months look-ahead Schedule
* Preparation of Executive Progress Summary to the Top Management on order Status for periodical review.

Frequently go through inspection visits to Job-work order companies.

**Computer Literacy**

* + Tally (ERP9, 5.4), Software: MS Office (97, 2003 & 7).
  + Windows 98, Windows XP & Windows 7

**Strength**

* + Hard working with proper direction
  + Quick learning, Positive attitude.

**Declaration**

I here by declare that all information given by me are correct and to the best of my knowledge and belief.

**Place : Pansar**

**Date : (Sunil M Nayee)**