**LETTER OF INTENT**

**DECEMBER 2020**

**JAANAVI M**

# 2/4 FA, Jain’s Abhineet,

Rajamanglam 1st street ( North Jaganatha nagar, II Main road )

Rajamanglam,

Villivakkam, Chennai - 600049

To

The Manager

Respected Sir/ Mam

I am a graduate in Bachelor of Engineering (Civil) from Anna University- Chennai, India.

I feel that the opening that is currently available in your company is one that suits my aptitude, qualifications and experience very well. I believe that my resume will also show that I meet the requirements for the job. I am hoping to personally meet with you soon. I have enclosed my resume and would gladly furnish references and recommendations on request. I have graduated and am enthusiastic about working in the field I have prepared for. I would appreciate the opportunity to meet with you at your convenience.

Awaiting for your valuable reply

Thank you

Yours Sincerely



**Jaanavi M**

**JAANAVI M**

**DOB: 16th October, 1991**

**Phone: +91 9600099248,**

**Email: jraman91@gmail.com**

**OBJECTIVE:**

* To obtain a position in an organization that will enable me to use my strong technical skills, educational background, and ability to work well with people and to get hold of a challenging career with a solid company utilizing the chance to offer proven and developing skills inside the company.

**EDUCATIONAL BACKGROUND:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institution/University** | **Aggregate** | **Year of Passing** |
| **Bachelor of Engineering (Civil)** | Vel Tech Multi Tech Dr. RR Dr. SR Engineering College(Anna University), Chennai | **74.00 %**  | 2013 |
| **Senior Secondary Education (XIISTD)** | St. John’s (Matric) Higher Secondary School, Chennai | **76.00%** | 2009 |
| **Secondary Education (XSTD)** | St. John’s(Matric) Higher Secondary School, Chennai | **81.00%** | 2007 |

**WORKING EXPERIENCE :**

**PREVIOUS ORGANIZATION**

Name - Universal Engineers Chennai,Private Limited ( Railway Manufacturing Company )

Dept - Purchase ( Procurement )

Duration - October 2017 ( Till Date )

**ABOUT ORGANIZATION**

Universal Engineers Chennai Private Limited is one of the leading Organizations in the field of Design, Development and Fabrication of various products and equipment catering to Integral Coach factory, Indian Railways , Biotech, Pharma ,Petrochemical &Oil industries

**ROLES & RESPONSIBILITIES**

* Receiving purchase requisition from various departments.
* Selecting the sources of supply.
* Receiving the quotation.
* Negotiation
* Placing orders after requisition from the User department and further approvals.
* Making sure the parts available for production @ right time.
* Verifying invoice.
* Maintaining the purchase records.
* Inspection of incoming materials as per the drawing

**PREVIOUS ORGANIZATION**

Name - Corporation of Chennai.

Designation – Technical Assistant ( Temporary )

Duration - August 2014 to February 2017

**ABOUT ORGANIZATION**

* Estimation preparing and uploading at portal website

**TECHNICAL SKILLSET:**

|  |  |
| --- | --- |
| * Software packages
 | * Auto CAD, Archi CAD, STAAD – PRO,

 Revit, Primavera, Ppt.* Diploma in Computer Application in CSC
 |

**ACADEMIC PROJECTS:**

* **GGBS Based Geopolymer Concrete**

**Objective:**

The project aims to study about the GGBS based Geopolymer concrete and also the tests result such as Compression test, Split tensile test, Flexural test in comparison with Conventional concrete.

**Method:** The entire properties of GGbs are studied and the castings of materials are made to obtain the testing process in comparison with conventional concrete.

 **Project At: Wisdome Consultancy Agency**

**EXTRAS:**

* SAP Business One

**KEY SKILLS:**

* Hard Working, Honest, Receptive and Investigative.
* Good communication & Decision making skills.
* Contextual flexibility.
* Strong Fundamental Knowledge
* Proficient in English and Tamil.

**INDUSTRIAL TRAINING:**

Underwent intensive training at “**Integral Coach Factory**”, (Perambur, Chennai). The Factory is a global supplier of railway machinery and systems and deals with the replacement and repairing of the machinery parts. The training lasted for 8 days being trained in shop 48 with certification being provided.

**PROFILE:**

* **Name:** Jaanavi M
* **DOB:** 16th October, 1991
* **Gender:** Female
* **Father’s Name:** Mangaraman S
* **Mother’s Name:** SareshKumari K
* **Languages (to read and write):** English and Tamil fluently
* **Availability date:** Immediate
* **Marital status:** Single
* **Contact no:** 9600099248
* **Address of Residence:** # 2/4 FA, Jain’s Abhineet, Rajamanglam 1st street

 ( North jaganatha nagar, II Main Road )

Rajamanglam, Villivakkam

Chennai – 600049