



SAKSHI SINGH

Mechanical Engineer

To establish me as a successful person and to utilize my knowledge in the development of the organization along with enhancing my skills.

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☎ +91-9711479382

📍 Ghaziabad, India

📅 01 Juy, 1993

WORK EXPERIENCE

Graduate Apprentice Trainee

Heavy Engineering Corporation Limited

09/2020 - 09/2021,

Ranchi, India

Achievements/Tasks

- Worked as a Purchase Engineer in Heavy machine building Plant
- Identify Tender and read eligibility criteria with technical and financial then prepare summary and send all the member for confirmation go head
- Documents scan & upload, BOQ- financial bid calculation
- Follow up with Vendors/ OEM's/ departments/ clients
- Follow up- All mail, (PBG)- Bank Guarantee, EMD Release, Material Dispatch, payment & other deductions

Design Engineer (Auto CAD)

Heaven Dreams

11/2013 - 02/2015,

UP, India

Achievements/Tasks

- Preparing MAP on aAuto CAD Software

Industrial Training

Hero Motors Pvt Limited

05/2013 - 06/2013,

UP, India

Achievements/Tasks

- Plant visit, overview & study of various divisions of plant

EDUCATION

B.Tech

Shankara Group Of Institution, Jaipur

02/2015- 06/2018,

Courses

- Mechanical Engineering

Diploma in Mechanical

Govt Polytechnic , Gahziabad

2013

Intermediate

New Era School, Gahziabad

2010

Matriculation

New Era School, Gahziabad

2008

SOFT SKILLS

Adaptability

Teamwork

Leadership

Good Communication Skills

Honesty

TECHNICAL SKILLS

Documentation

MAINTENANCE

INSPECTION

OPERATING SYSTEM

Windows (98/2000/XP/ vista/ 7 /8/10)

LANGUAGES

English

Hindi

Full Professional Proficiency

INTERESTS

Trekking

Net Surfing

Group Discussion

Traveling