



AKSHATA KASHIVE

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Career Objective:

To become member of core team, where I can contribute my domain knowledge, analytical skills and progressive attitude towards consistent growth of the organization.

Work Experience:

Organization	Kirloskar Brothers Limited
	Kirloskar Brothers Limited is a pump manufacturing company involved in engineering and manufacture of systems for fluid management.
Designation	Graduate Apprentice Trainee
Department	Procurement
Experience	1 Nov 2019 – 31 Oct 2020
Roles & Responsibility	<ul style="list-style-type: none">• Monitoring of purchase requisition and converting into Purchase order in SAP Material management module.• Creation of challan documentation for subcontracting process ,rework of components and direct transfer of material from fettling to machining process with help of MIGO transaction in SAP MM.• Knowledge of indirect material process from receiving manual PR, Floating RFQ, Negotiating with suppliers, finalizing freight, payment terms & incoterms.• Communicating with vendor on regular basis for dispatch information.• Regularly follow 5R criteria of procurement right quality, right quantity, right source, right price and right time.• Regularly follow up with the vendor and transporters for status of material delivery.• Coordinating with other department's stores, quality, manufacturing, design, planning and foundry department for smooth transaction.• Involving in CFT meetings to synchronization of materials and discussing issue related to critical components.• Ensuring timely delivery of material on or before estimated time of delivery (ETD) by supplier.• Cross checking of PO to ensure correct price, quantity, material and correct PO number.• Providing monthly MIS data to corporate team.• Provide GAP analysis data every month of difference in Production plan and material availability by collecting the root cause of failure and made action plan to overcome it.• Maintaining planning sheet regularly as received from central planning department to ensure no shortages of material.• Communicating 3-days rolling plan or weekly plan to vendor.• Responsible for maintaining 5S of department as a part of office TPM.• Responsible for maintaining any departmental documents like PO copies, PR copies, components drawing etc. for 5 minute document retrieval project.• Involved in quarterly inventory audit at subcontracting vendor end.• Coordinating with quality team for 'SQIP' audit at vendor end.

Professional Skills:

- SAP Material management module.
- CREO Professional.
- AUTOCAD
- MS Office (Powerpoint,Excel,Word).

Academic Record:

QUALIFICATION	UNIVERSITY	YEAR	PERCENTAGE
Bachelors of Engineering(Mechanical)	Rajiv Gandhi Technical University	2015-19	8.38 (CGPA)
12th board	MP Board	2014-15	83.2%
10th Board	MP Board	2012-13	82%

Trainings and Projects:**Industrial Training –**

- Organization: **Case New Holland Construction Equipment (India) Pvt.Ltd.**
Description: Worked on “3M Analysis On Articulation Joint (1107 Model)”.
Duration: 1 Month (13 October 2017 to 9 November 2017)
Role: Industrial Engineering Trainee.
- Organization: **Cummins Technologies India Private Limited.**
Description: Worked on “Tool Management & Designing”.
Duration: 15 days (8th January 2018 to 22nd January 2018)
Role: Manufacturing Engineering Trainee.
- Organization: **VE Commercial Vehicles, Pithampur.**
Description: Worked on “Preparation of Engine Troubleshooting Guidelines”.
Duration: 15 days (18th June 2018 to 29th June 2018)
Role: Quality Assurance Trainee.
- Organization: **Force Motors Limited.**
Description: Worked on “Defect Analysis of Stop lamp of Gurkha Vehicle”.
Duration: 15 days (1st June 2018 to 15th June 2018)
Role: Production Engineering Trainee.

Project – Design and fabrication of semi-automatic wall painting machine.

Achievements and Rewards:

- Secured 1st position in Mechanical branch and awarded with “Late Dr. R.M.Sojatia, Merit Scholarship” in the year 2016.
- Awarded by Unacademy (Online Education platform) with Rs. 8500.
- Secured 1st position in Presentation competition & Biography competition held at CH EdgeMakers in the year 2017.

Co-curricular Activities:

- Participated in Indian Engineering Olympiad in the year 2018.
- Participated in Model making competition of the event “FUTURE TECHNOCRATS”.
- Participated in workshop of “Reverse Engineering and Rapid Prototyping “in the year 2018.

Extracurricular Activities:

- Participated in Campus Ambassador Program organized by IIT Madras for the event MECHANICA in the year 2018.
- Participated in YuvAcro club Young Indians Chapter of Acropolis Group.

Strengths: Good presentation skills, industrious and result oriented.

Personal details:

Date of Birth : 12/February/1997
Gender : Female
Languages Known : English,Hindi
Father’s Name : Mr.Ravindra Kashive

Declaration:

I hereby declare that the information given above is true to the best of my knowledge and brief.

Date:

Place:

Akshata Kashive