

ROLL NUMBER: P25703036**Mr. Vishal Rajendra Pawar**
Male**DOB**

22-Jul-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- Excel
- Powerpoint
- Tally

PERMANENT ADDRESS

Tulja Heights Ubha Bazar
Sawantwadi
City: Sindhudurg
State: Maharashtra
Pincode: 416510

LANGUAGE

- English
- Hindi
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	8.83	2027
B.E. <i>Mechanical Engineering</i>	SPPU	72.8	2023-Jun
Intermediate <i>Science (PCM)</i>	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION	67.69	2019-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION PUNE	74.8	2017-Mar

TOTAL WORK EXPERIENCE: 12 month(s)**Shree Enterprises**

03-Sep-2023 - 10-Sep-2024

1 Years, 0 Months, 7 Days**PROFILE: GET**

- 1)Conducted time studies on machine parts to improve process efficiency and productivity .
- 2)Assist in production planning and scheduling to streamline workflow and resource allocation.
- 3)Monitor day-to-day production processes to ensure timely execution of operation's.
- 4)Coordinate with production teams to address process deviations and maintain efficiency.
- 5)Contribute to process optimization, productivity improvement .
- 6)Maintain proper documentation related to designs, processes, and quality checks.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)**Boxoffice Space**

04-May-2026 - 02-Jul-2026

8 Weeks**PROFILE: Purchase & Procurement Intern**

- 1)Assisted in day-to-day purchase activities for office projects and facility requirements.
- 2)Created and processed Purchase Orders (POs) in Tally ERP while ensuring accurate documentations.
- 3)Collected vendor quotations and prepared comparative statements to support supplier selection.
- 4)Coordinated with vendors and internal teams to ensure smooth purchasing and timely deliveries.
- 5)Managed purchase tasks for multiple office projects, including purchase order creation and closure.
- 6)Maintained organized procurement records, invoices, and purchase documents in line with company procedures