

Gaurav Khurana
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OBJECTIVE

To work in a tandem with a team in a challenging and competitive environment where I could improve my knowledge, capabilities and put them to use for the development of the Organization.

WORK EXPERIENCE

MOHINDRA FASTENERS LIMITED, ROHTAK, HARYANA (MAY 2022 –JUNE 2022)

- Forging Production Report Entry.
- All Secondary Operation Production Report Entry.
- Heat Treatment Production Report Entry.
- Surface Finish Production Report Entry.
- Packing Production Report Entry.
- Dispatch Production Report Entry.
- Issuing Job Card for material movement using ERP Software.
- Chasing of Item.
- Follow-up with process owners regarding standard items (Export).
- Making timely movement for material.

SAI FASTENERS, ROHTAK, HARYANA (AUGUST 2018 -APRIL 2022)

- Raw material planning and Daily basis production planning.
- To issue proper instruction & schedule to shop floor so that the job is executed in scheduled time.
- Updating Forging, Rolling, Heat Treatment, Surface Finish, Packing, Dispatch Data on daily basis and Material issue at different stages of manufacturing process.
- Follow up of vendors for timely material movement.
- To make Packing material plan and co-ordinate with supplier.
- Daily basis dispatch plan and Prepare the vehicle loading plan.
- Checking the Production Efficiency of Machines.
- Inspection of final component before dispatch.
- Inspecting the material through Spectro and SST Lab Reports.
- Supporting Engg. Team for making drawings using ISO, DIN Standards.
- Generation of Control Plans.
- Supporting Quality Team for handling Customer Complaint.
- Updating Data for Die Stock on daily basis.
- Checking of invoices before final passing by Finance Team
- Supporting Finance Team by providing Debit, Credit Notes.

TRAINING & WORKSHOP

- Underwent 6 Month training at **Jain Industrial Product Pvt. Ltd., Rohtak.**
- Underwent 6 Week summer training at **Shakurbasti Diesel Shed, New Delhi.**
- Attended workshop **Automobile 1.0** at **Maharshi Dayanand University, Rohtak.**
- Attended Industrial Visit to **Lakshmi Precision Screws Ltd., Rohtak.**

ORGANISATIONAL SKILLS

- Ability to grasp things quickly.
- Ability to work in a target oriented environment.

ACADEMIC PROFILE

Course	College/School	University/Board	Passing Year	Percentage
B. Tech (ME)	Vaish College of Engineering, Rohtak	Maharshi Dayanand University, Rohtak	2017	79.99%
XII	Shiksha Bharti Senior Secondary School, Rohtak	CBSE	2013	86.8%
X	Shiksha Bharti Senior Secondary School, Rohtak	CBSE	2011	95%

PERSONAL DETAILS

Name : Gaurav Khurana
Father's Name : Sh. Bal Kishan Khurana
Mother's Name : Smt. Mamta
Date of Birth : October 14th, 1994
Hometown : Rohtak
Languages : English, Hindi

DECLARATION

I do hereby confirm that the information in this resume is true and correct to the best of my knowledge.

(Gaurav Khurana)