

KEVIN PATEL

Logistics and Mechanical Professional

CONTACT

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SUMMARY

Operational excellence in CNC operations and distribution management. Adept at working to efficiently achieve organizational goals. Preventive maintenance for other mechanical machine in previous organizations.

TECHNICAL SKILLS

- AUTOCAD
- AUTODESK-INVENTOR
- MS WORD
- MS EXCEL
- MS POWERPOINT
- Inventory Management System (Dear)

CORE COMPETENCIES

- Tactical Decision Making
- Critical Thinking
- Process Improvement
- Client Satisfaction
- Administration
- Interpersonal Skills
- Customer Service
- Resource Management
- Process & Policies
- Computer Skills
- Operational Analysis
- Research & Analysis

LOGISTICAL SKILLS

- Highly Organized
- Time Management
- Computer Skills
- Troubleshooting
- Management
- Inventory Management
- Organization Skills
- Attention to Detail
- Training Skills
- Team Player
- Data Entry
- Consistent

CURRENT WORK EXPERIENCE

Since October 2019 – Till Date

The Pure Food Co Limited – Otahuhu, Auckland

Distribution Assistant

- Responsible to dispatch food to customers,
- Well acquainted with scanning process to fulfil orders for accuracy,
- Assist supervisor with any malfunctions in the distribution process, and worksheet issued to the supervisor,
- Help managing stock of products in the warehouse
- Responsible for preparing and send manifest to 3PL
- Preparing stocklist on a daily basis
- Work on excel to create every day manifests
- Use third party software to manually enter pickup manifests
- Partly responsible to ship export orders
- Part of administration to keep account of consumables used by distribution team.
- Part of Health & Safety Committee for Distribution team.
- Also, helped Marketing with photography of products
- Contribution in maintaining a clean work place including warehouse and freezer
- Help Supervisor to manage warehouse and freezer space

NAUHRIA PRECAST LIMITED

CNC Operator for Pre-casting wall

April 2018 – September 2019

- Operating CNC machine for honing, brushing, routing, milling operation.
- Preventive maintenance and some breakdown maintenance for the CNC machine.
- Stock management for the tool using in honing and brushing operation.
- Making documentation for weekly record for particular projects and reviewed the query of customers.
- General remedial work for panels.
- Preventive maintenance for other mechanical machine in the company

SUBWAY

Sandwich Artist

April 2018 – September 2019

- Demonstrate a complete understanding of menu items and explains it to guests accurately. Exhibit a cheerful and helpful manner when dealing with guests.
- Check product in sandwich unit area and restock items to ensure a sufficient supply throughout the shift.
- Clean as directed.
- Greet guests and prepare their orders, use Point of Sale system/cash register to record their order, collect payment from guests and make change.
- Understand and adhere to all quality standards, formulas and procedures.
- Account for cash flow and inventory during the shift.
- Understand and adhere to proper food handling, safety and sanitization standards while preparing food, serving food and clean up.
- Maintain professional appearance and grooming standards as outlined in the Operations Manual.
- Perform light paperwork duties as assigned
- Complete online coursework on the University of Subway® as directed.

COMPASS GROUP OF HOTEL

Assistant Kitchen Hand

July 2017 – January 2018

- Manage all goods like sauces, vegetables etc.
- Proper communication to prospective consumers of the company.
- Selling the products for the company.
- Cleaning of all the vessel, grill, and floor.
- Manage the inventory like fruits, vegetables, milk, and bread.
- Making Morning breakfast, sandwiches for residence.

MEGHMANI ORGANICS LTD, ANKLESHWAR, INDIA

Maintenance Engineer

March 2010 – December 2015

- Maintenance of Reactors such as Stainless Steel, Mild Steel and Glass Line Reactors,
- Agitated Nose Filter.
- Maintenance for rotating Equipment likes Centrifugal Pumps, agitator etc.
- Gear Box maintenance.
- General maintenance of Chilling plant, Brine plant, Nitrogen plant
- Fabrication and Machining work
- Maintain vacuum ejectors system as per the production requirement and also preventive
- maintenance for their pumps and graphite blocks.
- Maintenance for Condensers.

Projects/Role

- Developing and implementing plans & schedules for Maintenance operations with focus
- on optimum utilization of manpower and material.
- Managing the functions of troubleshooting and predictive /preventive/breakdown
- maintenance of Machines & Equipment so as to reduce downtime to minimum
- Looking after all shift activities for the smooth running of the plant.
- Assessing requirement of spares; indenting material; interfacing with Purchase
- Department for on time procurement of technically approved indented material.
- Governing the inventory function of spares involving planning for storage and use of material so as to improve storage conditions and reduce expenses & wastage.

EDUCATION

July 2017 – March 2018

Graduate Diploma in Project Management – Level 7

NorthTec (Northland Polytechnic) – Auckland Campus

Assessed in 2019

NZQA ASSESSED QUALIFICATION

Bachelors of Engineering – Mechanical (Level 7)

August 2010 – March 2013

Bachelor of Engineering - Mechanical

**Rajiv Gandhi Proudyogiki Vishwavidyalaya,
Bhopal, M.P**

August 2007 – March 2010

Diploma in Mechanical Engineering

N.G.Patel Polytechnic, Bardoli, Gujarat, India

PROFESSIONAL REFERENCES

Name – Tony Nawisielski

Company – **Nauhria Precast Limited**

Position – Operations Coordinator CNC

Mob – 027 480 6024

Name – Harpreet Singh

Company – **The Pure Food Co Limited**

Position – Distribution Manager

Mob – 022 426 5490