



SARTAJ AHMAD

Mechanical Engineer

My Contact

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📍 Dubai,UAE

Hard Skill

- Calls & E-mail handling.
- ERP Oracle .
- Auto CAD
- Container sales and purchase.
- Ms Office

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- *Bachelor Of Technology(Mechanical Engg.)*
Dr.APJ Abdul Kalam Technical University
Completed in 2019
- *SSC (12th) from UP Board*
Completed in 2015
- *HSC (10th) from UP Board*
Completed in 2013

About Me

As a mechanical professional seeking a job in an industry where I can be a part of daily challenges,skills development and technical experience . Currently I'm working in a shipping company as a MNR coordinator.

Professional Experience

Aladdin Container Company | MNR Coordinator

April 2023 – Present

Key responsibilities:

- E-mail and Calls handling.
- Creation of move order and sales order in Oracle ERP.
- Container survey and estimate generation.
- Handling Ms Office data entry.
- Container billing work.

Metafold Engineering Pvt.Ltd | QA Engineer

Sep2021–Jan2023

Key responsibilities:

- Inward and outward raw material estimate checking and making
- Line inspection.
- Used tools knowledge like Vernier Caliper,Micrometer and Height gauge for verification dimensions.
- Drawing reading and some modifications works.

Achievements

Auto CAD
Ms Office
Teamwork
Decision making
Analysis
Calculations

Passport Details

Passport No. V0294401
Date of Issue: 15/06/2020
Date of Expiry: 14/06/2030
Place of Issue: Lucknow
Visa: 2Years Work Visa