

# ASHWIN THOMAS

## PROJECT ENGINEER- PROCUREMENT

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**Location:** Dubai



## Career Summary

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- ❖ Over 2+ years of experience in Global Procurement, Sourcing, Purchase Order Management, and Vendor Management.
- ❖ Proficient in P2P Cycle, Buying Activities, and Sourcing.
- ❖ Skilled in maintaining daily reports and purchase history documents.
- ❖ Accumulated over one year of experience in data entry and proficiently processed data.
- ❖ Knowledgeable in mechanical activities and automotive manufacturing.
- ❖ Qualified in International English Language Testing System (IELTS) Examination
- ❖ NEBOSH International General Certificate in Occupational Health and Safety certified.
- ❖ Proficient in engineering software including CATIA and AutoCAD 2D.
- ❖ Expertise in MS Office Suite (Word, Excel, Outlook, PowerPoint, Teams).

## Experience

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### Enventure Engineering LLP | Project Engineer- Procurement

02-11-2021 – 12-07-2024

**Location:** Karnataka, India.

- ❖ Processed daily purchase requisitions promptly for direct and indirect materials.
- ❖ Prepared RFQs, gathered vendor quotes, finalized selections, and reported to management.
- ❖ Monitored progress, ensured service quality, and processed payments and invoices.
- ❖ Maintained contract files for future reference and generated reports using computer software.
- ❖ Followed up with vendors to confirm orders with accurate details and delivery dates.
- ❖ Expedited rush orders to meet time-sensitive requirements.
- ❖ Reviewed past due orders, coordinated with vendors for delivery updates, tracking, and POD.
- ❖ Addressed issues promptly including pricing, quantity, quality, and payment.
- ❖ Improved lead times by collaborating closely with vendors on special orders.
- ❖ Maintained KPI reports to track weekly targets with high accuracy.
- ❖ Prepared and presented weekly/monthly PO records and issues in client meetings.

### Easy Entrance Plus | Process Executive - Data Process & Services

01-12-2020 – 31-10-2021

**Location:** Kerala, India.

- ❖ Accurately input data from diverse sources into the database.
- ❖ Maintain and update database records to uphold data integrity.
- ❖ Verify and cross-check data to ensure accuracy and completeness.
- ❖ Conduct routine data quality checks and resolve discrepancies.
- ❖ Generate and format reports as needed.
- ❖ Organize and categorize data for efficient retrieval and analysis.
- ❖ Assist in data collection and entry for special projects.
- ❖ Collaborate with team members to meet project deadlines.
- ❖ Identify and rectify data entry errors promptly.
- ❖ Ensure confidentiality and security of sensitive information.
- ❖ Address data-related inquiries from colleagues and management.
- ❖ Contribute to enhancing data entry processes.
- ❖ Provide support for administrative tasks as required.

## Education

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### Bachelor of Technology

2016 – 2020

**Vimal Jyothi Engineering College, Chemperi, Kannur, Kerala, India.**

**Field of study:** Mechanical Engineering (6.78 CGPA)

## Projects

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### Hybridization Of Conventional Scooter

**2019 – 2020**

- ❖ Designed hybrid scooter integrating internal combustion engine and BLDC motor.
- ❖ Features Motor only and Engine only modes for versatile operation.
- ❖ Achieves 60 km range per charge with 48V, 75A lithium-ion battery.
- ❖ Transitions to conventional mode post 60 km, utilizing engine for rear wheel drive.
- ❖ Demonstrates enhanced electric range and fuel efficiency. Analyzed energy requirements, battery mass, and initial costs for Indian daily commute.
- ❖ Evaluated battery performance across diverse driving conditions. And investigated potential gasoline savings and CO2 emission reductions in Indian two-wheeler market over the next decade.

### Designed And Fabricated an All-Terrain Vehicle

**2018 – 2019**

- ❖ Participated in the 2019 Enduro Student India competition at NMIET and NCER Campus, Pune.
- ❖ Designed and fabricated an All-Terrain Vehicle (ATV) featuring and chassis built from AISI 4130 material to withstand high air pressure and ensure stability.
- ❖ Implemented semi-active suspension system with air springs and adjustable shock absorbers for smooth rides on rough terrains. Designed steering system for enhanced control and maneuverability.
- ❖ Integrated four-speed manual gearbox with continuously variable transmission (CVT) for optimized gear ratios. Equipped with a BRIGGS & STRATTON 305 CC engine delivering 10 HP at 3600 RPM.
- ❖ Utilized high-strength materials such as EN24 alloy steel and A151 4340 alloy steel for power transmission components, including flange couplings and drive axle for efficient power transfer to the wheels.

### Risk assessment in a company

**2023**

- ❖ Conducted comprehensive risk assessments to identify vulnerabilities and potential threats, leading to the implementation of mitigation strategies that reduced risk exposure by 97%.
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- ❖ Collaborated with cross-functional teams to analyze risk factors and establish risk management protocols, resulting in improved compliance with industry standards and regulations.
- ❖ Prepared detailed risk assessment reports and presentations for stakeholders, facilitating informed decision-making and strategic planning.
- ❖ Monitored and evaluated risk management initiatives, providing recommendations for continuous improvement and ensuring alignment with organizational objectives.
- ❖ Trained team members on risk assessment techniques and best practices, fostering a culture of risk awareness and proactive risk management.

## Skills

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- ❖ **ERP Software:** Proficient in Microsoft Dynamics 365, Familiar with SAP S/4 HANA.
- ❖ **Design Software:** Competent in CATIA V6 (medium level), Skilled in AutoCAD 2D.
- ❖ **Microsoft Products:** Expertise in MS Office Suite (Word, Excel, Outlook, PowerPoint, Teams).
- ❖ **Leadership.**
- ❖ **Problem solving.**

## Languages

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- ❖ English.
- ❖ Hindi.