

Alfred Baby

Production Engineer

Motivated, teamwork oriented and a responsible **Production Engineer** with diverse experiences looking forward to gain knowledge and skills in technical aspects.



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Al Nahda, United Arab Emirates

14 August, 1998

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EDUCATION

Bachelors in Production Engineering

Vidya Academy of Science and Technology,
Thrissur, Kerala

09/2016 - 09/2020

7.18 CGPA

SKILLS

AutoCAD

Python basics

SQL

Adobe Photoshop

SOLIDWORKS

Autodesk Revit

MS Excel

Outlook

Power BI

WORK EXPERIENCE

Operations Officer

VFS Global

08/2021 - 03/2023

Dubai, United Arab Emirates

VFS Global is the world's largest visa outsourcing and technology services specialist for governments and diplomatic missions worldwide.

Achievements/Tasks

- Actively managing logistics and providing accurate inventory information and data processing.
- Assisting Deputy Manager/Operations Manager in execution of WB Project.
- Maintaining compliance to the standard operating procedures without deviation in process and ensuring that the entire process is completed within the mandated TAT.

Junior Business Consultant (Internship)

Commitbiz Management Consultants

01/2021 - 02/2021

Dubai, United Arab Emirates

Commitbiz provides company formation and registration services for entrepreneurs, SMEs, and business start-ups in Dubai and the UAE.

Achievements/Tasks

- Dealing with the clients who wants to setup business, explaining various types of business and their procedures to follow and help them, direct them towards their business setup.

Contact : Manu Thomas CEO - 04 597 3709

Administrative Assistant

Mohd. Kazim Typing and Photocopying Services

10/2020 - 07/2021

Dubai, United Arab Emirates

Achievements/Tasks

- Hiring, training and supervising employees during day to day tasks, providing customer support in escalated situations and monitoring inventory on a daily basis.

Contact : Soya Paul Manager - 056-6363124

Sales Executive (Part Time)

Al Falah Typing and Photocopying Services

03/2016 - 08/2016

Dubai, United Arab Emirates

PROJECTS

Helmet as a pseudo key with in-built breathalyzer for two wheeler vehicles. (04/2020 - 07/2020)

- Designed and revamped the circuit required for the connection while activating the vehicle.

Manual metal bending machine for design project. (03/2018 - 05/2018)

- Three pulley system improvised in order to bend high bending moment metals manually with ease.

CERTIFICATES

International English Language Testing System
(08/2015 - 08/2015)

Band score of 6.5 in overall in Writing, Speaking, Listening & Reading.

The Fundamentals of Digital Marketing
(04/2021 - 04/2021)

Google Digital Garage

Introduction to Programming using HTML and CSS
(03/2021 - 04/2021)

Sololearn

LANGUAGES

English

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

Tamil

Limited Working Proficiency

Arabic

Elementary Proficiency

French

Elementary Proficiency

INTERESTS

Basketball

Reading

Auto-Enthusiast

Traveling

Gaming

Photography

Cooking