

To : -

Date: -

Sub: An Application for the position of

Dear Sir / Madam,

Understanding that several vacancies exist in the engineering and technical cadre of your highly reputed and widely renowned business organization, I am hereby utilizing this opportunity to offer myself as a Candidate for a suitable position in your esteemed organization.

Before proceeding any further, please permit me to introduce myself as a First-Class Graduate in the discipline of Mechanical Engineering, having graduated out from Regional Engineering College (REC), SURAT in the year 1991 and currently possessing about 30 years of on-the-job practical work experience in diverse fields by virtue of having served in various leading business organizations.

In addition, I am computer literate and possess post graduate qualification in the field of Business Administration from a reputed university. I am enclosing herewith my detailed, structured and up-to-date Curriculum Vitae (C. V.) for your kind perusal and necessary action in this regard.

Correspondence --- if any --- in this connection may please be addressed to :---

SHRI ARGHYA BASU
FLAT No. :-- F2, 2ND FLOOR, MIDDLE BLOCK,
'ORIENTAL' APARTMENTS,
15C, CANAL STREET,
P.O. : ENTALLY.
KOLKATA : 700 014
STATE : WEST BENGAL

As a matter-of-fact, I am presently employed in a leading, reputed, established Patent and Trademark Law firm. However, I am on the lookout for a suitable and meaningful change for the better.

Sir / Madam, I earnestly hope that you would be kind enough to consider my application favourably and gracious enough to provide me with an opportunity to serve in your esteemed enterprise. An opportunity to prove myself by means of selection tests and / or interviews shall be gratefully appreciated on my part. I shall eagerly await a quick and positive response from your end.

Thanking you,

Regards,

(ARGHYA BASU)

Enclosure(s): ---

- Bio-data
- Passport-size Photograph

Arghya Basu

Flat No. – F2, 2nd Floor, Middle Block, ‘Oriental’ Apartments
15C, Canal Street, P.O. :- Entally, Kolkata :- 700 014, West Bengal, India
Mobile: --- 9830116231 & 7044076231
e-mail: --- basuarghya3@gmail.com and basuarghya12@yahoo.in

Profile : ---

Strengths : ---

- In-depth knowledge of machine tools --- both conventional and special purpose machines alongwith their operation and maintenance.
- Experienced in manufacturing and assembly of various automotive components and railway products conforming to stringent standards of quality control.
- Possess exceptional combination of technical acumen, managerial and inter-personal skills.

Skill set : ---

- Possess expertise in usage of MS Office and related software
- Computer Literate, Conversant with advanced programming software and Relational Data Base Management System (RDBMS).

Work Experience : ---

- **M/s. D.P. Ahuja & Co.**
(A Patent and Trademark Law Firm)
Technical Executive

April ‘ 22 to Present

Responsible for : --

- Creation of new orders in the system
- Docketing of new orders in the system
- Generation of Brief Acknowledgement letters from the system
- Generation of Acknowledgement letters with forms
- Generation of Detailed Reporting letters after filing at the Indian Patent office

- **M/s. Hindusthan Engineering and Industries Limited (HEIL)**
Manager --- Machine Shop

November ‘12 to November ‘21

Responsible for :---

- Shop floor manufacturing activities
- Production in CNC section and conventional Machine Shop
- Production Planning and Control (P.P.C)
- Compliance with monthly despatch target(s)

- **M/s. Vikrant Forge Limited**
Chief Manager --- Machine Shop

May ‘11 to Oct. ‘12

Responsible for :---

- Adherence to weekly and monthly production plan

- Regular monitoring of production in CNC section, Finish Machine Shop and Rough Machine Shop
- Selection of toolings, jigs and fixtures and templates or gauges for various manufacturing processes

➤ **M/s. Jamshedpur Engineering & Machine Manufacturing Co. (A subsidiary of M/s. Tata Iron & Steel Co. Ltd.)**

Head --- Machine Shop

September '09 to April '11

Responsible for : ---

- Regular monitoring of production from conventional and CNC machines
- Adherence to weekly and monthly production plan
- Compliance with monthly despatch target(s)
- Adherence to ISO 9001 : 2008 systems and procedures
- Adherence to TPM systems and procedures
- Adherence to Safety norms in the plant

➤ **M/s. Gontermann Peipers (India) Ltd.**
Sr. Manager --- Production (M/c. Shop)

Pailan Works, 24 Pgn (S), W.B.
January '05 to September '09

Responsible for : ---

- Shop floor manufacturing activities
- Adherence to daily and monthly production plan
- Adherence to ISO 9000 systems and procedures
- Adherence to TPM systems and procedures
- Leading Six Sigma project teams in various in – house projects

➤ **M/s. Oscar Equipments Pvt. Ltd.**
Deputy Manager (P. P. C.)

Bhasa Works, 24Pgn (S), W.B.
March '03 to December '04

Responsible for : ---

- Production Planning and Control (P. P. C.)
- Shop floor manufacturing activities
- Development of toolings, gauges and special purpose jigs and fixtures

➤ **M/s. Robinson International**
Asst. Works Manager

Falta Works, 24 Pgn (S), W.B.
June '01 to March '03

Responsible for : ---

- Conforming to monthly production targets and stringent delivery schedules.
- Factory administration
- Implementation of ISO 9002 Quality Assurance Systems at the shop-floor level

- **M/s. Special Engineering Services Limited** Kolkata Works
An Automotive Product Division of M/s. Hindustan Motors Ltd.
- Senior Engineer (Production)** December '95 to April '01
- Responsible for : ---**
- Accountable for Production Planning and Control (PPC) including toolings, job scheduling, machine sequencing, steel fabrication and manufacturing / operational process planning.
 - Member of the team responsible for vendor development activities
 - Responsible for implementation of ISO 9002 Quality Assurance Systems in the organization
- **M/s. Texmaco Limited** Kolkata (Belghoria) Works
Textile Machinery Manufacturing (T.M.M.) Division
- Assistant Engineer (Quality Assurance)** June '93 to July '95
- Responsible for : ---**
- Inspection, Quality Assurance and Statistical Quality Control (SQC) of manufacturing processes in Machine Shop, Tool Room and Cast Iron Foundry
 - Was a member of the team which implemented ISO 9001 Quality Assurance techniques, principles and systems in the organization
- **M/s. IFB Industries Limited** Kolkata Works
Machine Tool Division
- Graduate Engineer Trainee (Mechanical)** May '92 to May '93
- Responsible for : ---**
- Involved in Production Planning and Control (PPC)
 - Gathered experience in machine assembly techniques
 - Vendor sourcing, development and guidance thereof
- **M/s. Sigma Consultants Pvt. Ltd.** Kolkata Branch
Management Consultancy Services (MCS) Division
- Trainee Industrial Engineer** January '92 to May '92
- Responsible for : ---**
- Involved in Work Study, Methods Improvement and Productivity Analysis of various manufacturing processes in different client organizations

Education : ---

- **1st Class B. E. (Mechanical)** 1991
S. V. Regional College of Engineering and Technology (REC)
South Gujarat University, SURAT
 - Specialization in Tool Engineering

- **1st Class MBA** 1996
(3 Year evening course)
Jadavpur University, KOLKATA
 - Specialization in Marketing Management

Affiliation : ---

- Member of the Institution of Engineers (India)
- Member of the All India Management Association (AIMA)

Areas of interest : ---

- Enterprise Resource Planning (E. R. P.)
- Modern manufacturing methods and advanced machining processes
- Patent and Trademark procedures

Certification : ---

- (i) Certified LEAD AUDITOR in ISO 9001 : 2015 Quality Management System from M/s. IRCLASS SYSTEMS AND SOLUTIONS PRIVATE LIMITED, Mumbai
 - Course accredited with International Register Of Certificated Auditors (CQI - IRCA)
 - Unique Learner Number :--- 316159
 - Course Unique Identification Number :--- 1898

Remuneration : ---

- (a) Current Salary (in CTC) : --- Rs.6.00 lakhs per annum
(b) Expected Salary (in CTC) : --- Negotiable

Notice Period : --- 1 month
Date of birth : --- February 12, 1965

References on request

(Arghya Basu)