

# Mohammed I Shaikh

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**OBJECTIVE:** Position in Buyer/Purchaser, Material Handler/Shipping and Receiving

**SUMMARY:** I am a highly motivated individual with a proven ability to learn quickly, create, implement, and maintain procedures both old and new in any environment. I further possess the ability to meet heavy work assignments and deadlines under strict time constraints. In addition to my strong commitment and desire to succeed in every assigned task, I am able to work independently or as a team, with a unique ability to communicate effectively on all levels.

## EDUCATION

- **Universal Technical Institute (UTI) – Norwood, MA – Diploma - Automotive Technology - Graduate 09/2008**
- **Gateway Community College, New Haven CT - Liberal Arts - Attended 2003 - 2007**

## TRANSITIONAL SKILLS

- Typing 35 WPM
- Multilingual – Urdu, Hindi, Gujarati
- Windows, Email and Internet
- Office tool – Word, Excel, Power-point, Outlook, Microsoft Team

## • EMPLOYMENT: 10/18 – current

### **Pursuit, Manchester CT (Aerospace)**

#### **Material Handler / Shipping and Receiving / Buyer / Purchaser**

- Work as a buyer/purchaser for the department as well as maintain stock in warehouse.
- Work as an inventory inspector to investigate Part and cross-check stock quantity in certain interval.
- Appraise quotes from vendor and finalize the process of purchase order with detail investigation.
- Establish good relationship with multiple vendor to make process of communication confidential and organize.
- Organize and maintain accuracy for on-site records retention and archiving.
- Knowledgeable of all shipping procedures and general use of handling equipment
- Coordinates the shipping/receiving of all the incoming and outgoing material.
- Responsible for outgoing paperwork package sign off via verification of package condition and part quantities versus the Packing Slips and Certificates of Conformance
- Maintains the accuracy of open purchase order balances, quantities, and part numbers through the Purchase Order receipts, job receipts and material transactions.
- Maintains the accuracy of records regarding the receivables and shipments to the customers via ERP maintenance
- Distributes the receiving and shipping status reports and documents as may be required.
- Performs daily follow-up of all materials received and the materials being shipped to verify no material is delayed in the shipping and receiving areas
- Able to fill in and assist with shipping and receiving of hardware
- Works with and/or assists Purchasing in contacting vendors for missing paperwork
- Perform inspection of hardware as required.
- Assist in the training of new employees
- Coordinate with Marketing, Purchasing, Quality Control, Operations and Production Control to ensure availability of hardware allowing the incoming and outgoing shipments to be expedited in a timely manner.

## 03/18 – 10/18

### **Paradigm Precision, Manchester CT (Aerospace)**

#### **Deburrer**

- Deburr and grind parts as required by specifications by using established procedures, machines and tooling
- Ensure all parts paperwork and documentation is completed properly
- Enter all data as required
- Use all measuring and gauging instruments as required
- Inspect finished work to required specifications

## 12/08 – 10/18

### **Lynch Toyota, Manchester CT**

#### **Technician**

- Responsible for tune-ups, brakes, oil changes and tire work etc.
- Customer service in a fast paced environment
- Bay and shop maintenance