

Cover Letter

Dear Sir,

I have 20 Plus Years of experience in Maintenance and Manufacturing works.

I am Diploma Mechanical Engineer. I am creative, positive, hardworking person, yet focused professional with strong managerial skills.

My Knowledge of system integration, coupled with my leadership abilities, has enabled me to identify and act efficiencies in even the most complicated organizational environments.

I use my experience and knowledge in a challenging environment, providing opportunities for growth and advancement, where I can successfully utilize my experience and skills toward becoming a valuable team member. As a team player I am able to integrate and adapt effective people, situations and work environment.

My work is quick and efficient and I provide service in a professional and efficient manner.

I have included my resume for your review, and welcome the chance to meet you to discuss how I can contribute to your company.

Thank you for taking time to consider of my application. I hope to hear from you at your convenience.

Yours Sincerely,

Saju Mathew

Saju Mathew Total Work Experience						
Sr No	Company Name	Place	Post	From	To	Total Experience
1	Metal Care Alloys Pvt. Ltd	India (Gujrat)	Maintenance and production Engineer	1/8/2018	2/11/2018	3 Months
2	Gartels Werke Ltd	India (Gujrat)	Maintenance Manger & Shift In Charge	1/8/1997	31/03/2018	21 Years
3	Tempo Instruments Pvt Ltd	India (Gujrat)	Trainee Engineer	1/7/1996	31/07/1997	1Year

RESUME

Present Address:

SAJU MATHEW

Block 4 street 10 Flat# 6 Floor# 2 Jaleeb al shuwaikh
Building# 15180 Kuwait.

Email ID: saju207gartels@yahoo.com

Passport No: N6099985

Cell: 55906805

Career Objective:

To utilize my knowledge, skills and attitude towards the growth of organization.

Industrial Experience:

1. METAL CARE ALLOYS PVT. LTD. AMGAON AN ISO 9001.

CERTIFIED COMPANY MANUFACTURING COPPER

ALLOY INGOTS AND COPPER WIRE, RECYCLING PLANT

Designation: Maintenance and production Engineer.

Working period: 1st August 2018 To 2nd Nov 2018

2. GARTELS WERKE LTD. (AN ISO 9001-2008 & SIX SIGMA CERTIFIED COMPANY)

Manufacture of heavy compression coil springs for BHEL, Crompton, and L&T

Pipe Support India Ltd, Terex, ILP, MIL, Alstom, ABB, Carpenter

Designation: Manager Maintenance & Shift In charge (Team size handled 50)

Working period: 1th August 1997 to 31st March 2018

3. TEMPO INSTRUMENTS INDIA PVT. LTD.

Manufacturer of industrial and lab oven, Furnaces, Hot plates, Drum Heater and

Special oven and furnaces as per customer's requirements

Designation: Trainee Engineer (Team size 40)

Working period: July 1996 to July 1997

Job Responsibilities:

Manager Maintenance:

1. Preparation of daily breakdown report with techno-commercial evaluation.
2. Preparation of material consumption report. (Inventory spares, non-inventory spares & critical spares)
3. Preparation of Electricity, Water and LPG consumption report.
4. Preparation of Purchase Requisition of critical spares, AMC, Third party jobs and continual follow up with purchase dept. for execution the task.
Planning of weekly, monthly, quarterly yearly preventive maintenance schedule.
5. Controlling and replenishing of spares by follow up with store and purchase dept.
6. Preparation, arrangement and execution of management meeting with various departments to enhancing maintenance performance.
7. Training to maintenance crew for new breakdown issues
8. Preparation and completion of Work request, Work orders, Purchase requisition.
9. Carry out predictive maintenance & preventive maintenance. Machine erection, installation and commissioning with techno commercially and time bounding method.
To develop the Vendors for Machining, Mechanical, Hydraulic, and Pneumatic, electrical spare parts, PLC programming and Jig Fixtures.

Shift In charge:

1. Total monitoring of respective shift.
2. Supervision and inspection of every process
3. NDT inspections where ever applicable.
4. ISO 9000 – 2008 Documentation and update, Machine History Card.
5. Proper use of equipment and machineries
6. Strict control of human resources including implementation of work instruction to engineers
7. Alert of failures / break downs /accidents
8. Housekeeping during the respective shifts.
9. Prevent un authorized people handling machinery panels and electrical installations
10. Design, costing and execution of cost saving in house project like Electricity Saving, LPG savings.
11. Actively participate and support other department like quality, production, purchase to enhance company environment.

Areas of Expertise:

1. Maintenance of hydraulic systems, centrifugal compressor ,Gear Box, PNG burners, shot blasting machine, powder coating machine, peeling machine, center less grinding, Bar straightening machine, Hydraulic Press
2. Practical skills in gas cutting and welding
3. Knowledge of furnace brick lining and furnace maintenance and calibration
4. **Electricals:-** Electrical circuits, AC motors, Calculations of electrical power, power factor, PLC input/outputs, MCB, contactors, Relays, Timers, counters, PID Thermocouples,
5. Utility: - DC generators 165KW, Compressors , Overhead cranes (3Ton, 5Ton),
6. Level II in M.P.I testing
7. Practical knowledge of powder coating

Achievements:

1. Introduction of computer *spring design* sheet in excel format
2. Introduction of P.L.C based automatic load testing machine
3. Introduction of P.L.C based automatic spring coiling machine
4. Complete change of lever system for clutch by limit switch
5. Replace Limit switch by sensors
6. Replace inefficient LPG Burners by sequence controlled burners
7. Introduction of various ISO formats

Software Expertise:

1. AutoCAD 2D
2. Outlook
3. MS Excel
4. MS Word
5. MS Power point.

Educational Details:

1. Diploma in mechanical engineering from B.T.B Maharashtra in May 1996 with first Division.
2. H.S.C. (Science) from M.P Board in May. 1993 with Second Division.

Personal Details:

Name : SAJU MATHEW

Permanent Address : C- 301 Vrunda apartment Manek towers
Gandhiwadi Umbergaon Dist. - Valsad
Gujarat - 396171

Date of Birth : 20th Feb 1974

Marital Status : Married

Passport No : N6099985 (Valid up to 3rd Feb 2026)

Visa Article : Article - 18

Languages Known : English, Hindi, Malayalam, Marathi and Gujarati

Declaration:

Herewith I assure you that all above information is true and complete to best of my knowledge and belief.

(SAJU MATHEW)