

COVER LETTER

Dear Hiring Manager,

As my resume indicates, I am a Mechanical Engineering Graduate from Savitribai Phule Pune University. I have completed my engineering degree in the year 2020 with a cgpa of 7.27/10.

My endeavor to approach you is after a detailed self-appraisal, which has convinced me that I have better opportunity to grow and be at my best and drive the goals of the organization. I believe that I have strong organisational skills and also have ability to do multi-tasking.

Apart from first-rate communication, interpersonal skills, multi-tasking skills, I excel at the following:

- Auto CAD
- Microsoft Suite.
- Office Automation

Please review my attached resume for additional details regarding my expertise and achievements. I request an appointment to discuss how my experience and skills meets this job description and help your organization advance the business goals.

Thank you for your time and consideration.

Sincerely,

Shubham Borlikar

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Shivsagar CHS, 'A'-04, Bapusehwadi, Nagaon road, Uran, Dist.-Raigad, Navi Mumbai, Maharashtra

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Objective

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

Qualification

- Bachelor degree in Mechanical Engineering from Savitribai Phule Pune University (SPPU) Completion Year: 2020
 - Diploma in Mechanical Engineering from Saraswati College of Engineering (MSBTE) Completion Year: 2016
 - Higher Secondary U. E. S College of science and commerce
Completion Year: 2013
 - Secondary U. E. S & College of science and commerce
Completion Year: 2011
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Projects

Pneumatic Car: A four wheeled machine able to move with compressed air used as fuel.

Work Experience

1. **Organisation:** One Point One Solutions Pvt Ltd.
Designation: Customer Response Executive.
 2. **Organisation:** iMetrix Solutions Pvt Ltd.
Designation: Customer Service Executive.
 3. **Organisation:** D.Y. Patil University.
Designation: Marketing Executive.
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Key Skills

- Knowledge of Auto CAD
 - Trained in Pro/E wildfire
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- Is well versed with Catia
 - Knowledge of Matlab
 - Diploma in Office Automation (DOA)
 - Ability to build trust based relationship
 - Self-motivated
 - Team player
 - Communication
 - Quick learner
 - Flexible and mobile
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Languages known

- English: Speak/Read/Write
 - Hindi: Speak/Read/Write
 - Marathi: Speak/Read/Write
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Highlights

- Participated in various sports competitions in school and college like Cricket, Volleyball, Badminton, Slow cycling, Tug of war, Carom, Kabaddi, Relay.
 - Actively organized and participated in various Annual activities for School and College.
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About me!!

I love travelling and visiting new places specially places where nature is at its best. Long Drives are positive stressbusters for me. I enjoy playing Sports like Cricket, Badminton and Carom. I also like listening to music and watch movies also I am an absolute foodie.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.
