

VINISTO RAJ



PROFESSIONAL SUMMARY

Provides highest technical and system support as Mechanical Engineer.

CONTACT



1/136 north
street, Kuthenkuly(po), Tirunelveli(dt),
Tamilnadu(St), India-627104



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LANGUAGES

English - Good
Hindi - Good
Tamil - Mother tongue
Malayalam - Medium

WORK EXPERIENCE

07/2008 – 04/2010 & 10/2014 – 12/2016

❖ **Quality controller, Hydro pneumatic (I) Pvt Ltd, Navi Mumbai, India – 4 years**

Responsibilities:

- Raw material inspection (Verifies the received material's dimension and visual inspection as per drawings)
- Process Inspection (Verifies the product's process as per drawing – dimension and visual)
- Final inspection (Verifies the product's whole dimensions, visual and passes to the packing)
- Used Vernier caliper, micrometer, slip gauges, thread gauges and bore gauges for inspection

10/2017 – 10/2018

❖ **HR Recruiter, Dolphin Manpower, Jidhafs, Bahrain – 1 year**

11/2018 – Until now

❖ **HR Recruiter, Alkhalid Manpower, Hoora, Bahrain – 2 years**

Responsibilities:

- Design and update job descriptions
- Source potential candidates from various online channels and agents (e.g. social media and professional platforms)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)

PERSONAL DETAILS

- Gender : Male
- Father's Name : P. Raj
- Marital Status : Single
- Nationality : Indian
- Date of Birth : 19/11/1989
- Passport No : L4124281
- Religion : Christian

- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits

EDUCATION

2010 - 2013

Bachelor Degree of Mechanical Engineering, Noorul Islam University, Tamilnadu, India(80%)

2005 - 2008

Diploma in Mechanical Engineering, Pastor Iensen Polytechnic College, Tamilnadu, India (81%)

ADDITIONAL SKILLS

- Auto CAD(2D&3D)
- MS Office Word and Excel
- Internet Knowledge
- Good with Typewriting

DECLARATION

I hereby confirm that the information given above is true to the best of my knowledge and belief.

VINISTO RAJ