

# MAYANK ZELAWAT

## CONTACT INFO

- +1 (514)-978-2106
- zelawatmayank@gmail.com
- 205-3455 Rue Redpath, Montreal H3G2G7, QC
- Linkedin.com/in/mayank-zelawat-5ba13397/

## PROFESSIONAL SUMMARY

Analytical Industrial and Mechanical Engineer with 1.5+ years of experience in Inventory control and Production management. An autonomous worker committed to providing high-quality services. Proficient in Arena, Minitab, Microsoft Project, and AutoCAD and in possession of a Bachelor's and Master's degree in Mechanical and Industrial engineering.

## WORK EXPERIENCE

### Inventory Coordinator

Supermarche PA,

SEP 2018 – PRESENT

- Managing all activities related to inventory and quality at Deli Department;
- Preparing and placing orders to purchasing department as per requirement on weekly basis, Monitor the cycle and safety stock, re-order point, and EOQ;
- Ensure the production quality is as per the recommended standards;
- Receiving and placement of orders, Manage BOL (Bill of landing);
- Monitor daily incoming stock and outgoing stock using Microsoft Excel;
- Ensuring the compliance with health and safety measures in the department.

### Production Planner

Kalki Pipes Adinath Prime Developers Pvt LTD, India. AUG 2015 – JAN 2017

- Ensure appropriate KPI's are in system and used effectively to measure and improve; Improved on time delivery by 65%.
- Recommend and contribute to 5s and lean program in work area;
- Implemented Just-in-Time(JIT) technique to optimize throughput and lower warehouse costs by 20%;
- Develop production plan to hand off to production schedulers on weekly basis;
- Ensure ABC parameter for products, updating safety and cycle stock as agreed with manager;
- Track finished goods Inventory levels and WIP to ensure they stay as planned;
- Work with procurement and QA department to ensure raw material are available to support production schedule and timely release of finished goods.
- Identifies when & where plan fail to meet goal and suggest actions to synchronize

### INTERN

Ashok Leyland,

JULY 2014 – AUG 2014

- Work in close collaboration with senior engineers and technicians to develop solutions tailored to client needs;
- Conduct surveys of existing installations;
- Perform all small tasks related to the proper functioning of projects;
- Ensure all equipment on the shop floor are tracked for their calibration due dates and maintenance plans.

## EDUCATION

**Master's in Industrial Engineering.**  
Concordia University, Montreal,  
Quebec

JAN / 2018 – AUG / 2019

GPA 3.6/4.0

Recommended by professor for  
**Minerva Occupational Health and  
Safety Certification** for free after my  
keen attention in his course.

**Bachelor in Mechanical  
Engineering.**

**Rajiv Gandhi Proudयोगiki  
Vishwavidhyalaya, Madhya  
Pradesh, India**

MAY / 2011 – MAY / 2015

## TECHNICAL SKILLS

- KPI
- Microsoft Excel
- SQL basic
- Continuous Improvement
- 5S
- Six Sigma Green Belt
- Inventory Control
- Production Control
- Kaizen
- Lean Manufacturing
- Supply Chain Management
- Quality Control
- FMEA
- Health & Safety
- ABC analysis

# MAYANK ZELAWAT

## WORK EXPERIENCE (CONTINUED)

### INTERN

Grasim Industries Limited, Nagda,

JUNE 2014 – JULY 2014

- Under direct supervision, perform a variety of routine tasks to ensure product quality standards are met, performs the setup of equipment, fixtures, components, cables, etc. for the test;
- Assist production staff;
- Perform other duties as requested by staff to ensure all necessary tasks are performed in a proficient manner that adheres to the quality expected from the company.

## PROJECT WORK

- **Occupational Safety Engineering: Analysis of occupational health and safety factors in firework production line**, Using the risk management techniques which involves risk assessment and evaluation which improve the present condition and safety aspects of industry. Compliance policy, Potential hazards, Non-compliance follow-up plan, Inspection schedule and procedure, Plan of action, safety data sheet, FTA, MSDS (Material safety data sheet).
- **Production system and Inventory**: MRP, safety stock, re-order level, EOQ, Just in time model, replenishment point.
- **Theory of operation research: Optimum network model for I-Flo salt manufactured by GHCL**, by minimizing the transportation cost, optimize the production efficiency and quantities for less holding cost, Mathematical modeling, CPLEX programming, Sensitivity analysis.
- **Lean Manufacturing**: ABC Analysis, Value Stream Map, Current and Future State Map, Kanban, Kaizen, Takt Time, Heijunka Box, Toyota Production System, Pull System, Push Production System.
- **Quality assurance in supply chain management**: Green Supply Chain Management, Reverse Logistics, Demand Forecasting, Supplier Selection Using Excel Solver.

## OTHER INTERESTS

- Passionate about cooking.
- Gaming.
- Traveling.
- Yoga.
- Animals and Pets.
- Swimming.

## PROFESSIONAL SKILLS

- Time Management
- Data Insights
- Building Cross Function Relationships
- Critical Thinking
- Leadership
- Decision Making
- Problem Solving

## AWARDS

### Leadership Award

Wadhvani Foundation, India,  
2013 – 2014  
Squad Leader

### Best Presentation Award

Mandsaur Institute of Tech, Mandsaur,  
India

## CERTIFICATIONS

### Health and Safety Certificate Program,

Minerva Canada Safety Management  
Education Inc.  
JUNE, 2019

### Leadership Essential Workshop

GradProSkills Concordia University,  
Montreal, QC  
APR, 2019

### Modular Employable Skills

Ministry of Labour & Employment,  
Government of India  
APR, 2014

### Auto Cad

Indo German Tool Room, Indore, India  
JUNE, 2013