**Prodi**

Telephone: 587\*\*\*\*\*\*\*  
Email: prod\*\*\*@yahoo.com

**Career summary**

* 12 years of experience in field of Production
* Successfully supervised line managers and workers in the plant at different locations to achieve given orders manufacturing
* Experienced with implementing various production techniques to improve productivity
* Ability to maintain a well disciplined and highly motivated Executives

**Skills Set**

* Strong analytical
* In-depth production knowledge
* Effective communication and interpersonal skills
* Task oriented
* Keen observer

**Key Responsibilities Handled**

* Review operations and confer with technical staff to resolve production problems.
* Hire, train, evaluate, and discharge staff, and resolve personnel grievances.
* Control inventory and cost control programs.
* Preparing production reports and personnel records.
* Setting product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality.
* Monitoring the product quality according to the set standards.
* Develop and implement production tracking and quality control systems
* Analyzing production, quality control, maintenance to detect production problems.
* Relying on current literature pertaining to materials use, technological advances, and statistical studies.
* Negotiating materials prices with suppliers and vendors for raw materials and machineries
* Coordinate and participate in promotional activities and trade shows
* Working with developers, advertisers, and marketing managers, to market products and services.
* Initiating market research studies to know the technical knowhow and changes in technology with cost reduction
* Plan, direct, and coordinate the activities of workers in branches
* Prepare financial and regulatory reports required by laws, regulations, and boards of directors.
* Preparing operational reports for management analysis and also inform them about the risks
* Direct and coordinate production, processing, distribution, and marketing activities of industrial organization.
* Developing budgets and approves expenditures for supplies, materials, and human resources.
* Ensuring that materials, labor and equipment are used efficiently to meet production targets.
* Review processing schedules and production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints.
* Used TQM techniques and 5S techniques of production

**Employers & Positions Held**

* SET Technologies pvt ltd. as Production Manager from 20\*\* till present
* Coal manufacturing ltd as production engineer from 19\*\* to 20\*\*

**Achievements**

* Achieved production targets of 2 months in 1 and half month
* Increased production capacity of the company by A% in 1 Years

**Academic Qualification**

* Msc-IT in Production from L University with A grades
* Bsc - Production from L University with B grades

**Co-curricular**

* Participated in seminars and workshops
* Participated in sports competition
* Participated in social activities

**Personal Details**

**Date of Birth:** 07/12/19\*\*  
**Languages Known:** English, Hindi  
**Address:** Kart road, Pain lane, Court circle, Del-56