VIVEK

Contact

Email: vivek-397493@gulfjobseeker.com

Skills

\* Judgement & Decession making20%\* Monitoring \*Hard working \*Administration and Management \* Production & Processing \* Time management \* Active listening \* Team building

Language

English

OBJECTIVE



Responsible for production activities proficient in handling manpower and SAP posting, passionate and motivated,with a drive for excellence.8 yrs in production and packing as production oﬃcer

|  |  |
| --- | --- |
| EXPERIENCE |  |
| Kansai Nerolac paint | March |
| Production oﬃcer | 2007 - |
| \* Production oﬃcer in Kansai nerolac paint | March |
| \* Key role was planning for shift and supervise around | 2015 |
| 10 to 15 operators in shift |  |

* Achieve production targets set by top management
* SAP poatings and preparing daily & monthly reports for submission to top management

\*Maintaining 5s on shop floor

* KAIZEN participation

\*Facing internal and external Audit of company \*Providing necessary training to operators when required \* To maintain quality of product

|  |  |
| --- | --- |
| EDUCATION |  |
| Mumbai university | 2005 |
| Bachelor of commerce |  |
| Pune | 2004 |
| Diploma in oﬃce Automation |  |
| Grade- A |  |
| Mumbai | 1999- |
| MIAECT Computer Education | 2000 |

Grade- A

VOLUNTEER WORK

Flood Relief

Siddhagiri Math kolhapur Aug- 2019

Provided help to people in kerala which is one of the State in India when there was flood situation in year 2019 and major portion of state was under water.Went with siddhagiri team and provided Medical, financial,House rebuild ing, Distribution of foodstuff to around thousands of families.