

BALA MURUGAN P

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OBJECTIVES

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PERSONAL PROFILE

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

AREAS OF FOCUS

- MIS executive
- Data and management
- Design

WAYS TO REACH ME:

✉ Balamurugan54123@gmail.com

📍 1507, Middle street, Budalur, Tanjore-613602

LANGUAGES KNOW

Tamil	●	●	●	●	●
English	●	●	●	●	●
Hindi	●	●	●	●	●

CAREER BACKGROUND

TEC PVT LTD | CHENNAI

DATA MANAGEMENT/ PROJECTS GUIDE | DEC-2018 - SEP-2019

MANAGEMENT DATA HANDLING

- Overall employee's Data, attendance, Daily work details, daily work plan making.
- Store stock details, Equipment Requirements list organize.
- Making Work process timeline for present and upcoming projects.
- updating the status of the projects to customers through PowerPoint presentation.

PROJECTS CONTRIBUTIONS

SARKURA-56-73 FIXTURE & DIE

- Making a list of raw materials as per the approved drawing
- Followup the projects as per the work process Timeline.
- Updating the status of the project at the end of every day.
- Getting feedback from customer's end and reporting.
- Project buyOff.

MAHA-91-115 FIXTURE & 92-93 PROGRESSIVE DIE (YEMAHA)

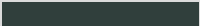
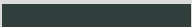



- Making a list of raw materials as per the approved drawing
- Followup the projects as per the work process Timeline.
- Updating the status of the project at the end of every day.
- Taking CMM reports for fixture and submit to the customer end.
- Getting feedback from customer's end and reporting.
- Project buyOff.

TRYST INDUSTRIES PVT.LTD | VADODARA

TRAINEE AND PROJECTS GUIDE | MAY-2017-MAY2018

- Trainee for a projects guide.
- Die design & assembly
- Overall employee's Data, attendance, Daily work details, daily work plan making.
- Store stock details, Equipment Requirements list organize.
- Making Work process timeline for present and upcoming projects
- Updating the daily production details.
- Outsource followup.
- Die Maintenance Documentation & Tracking

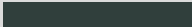
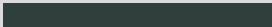
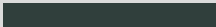
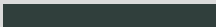
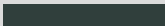
PROFESSIONAL SKILLS

- Software & Hardware 
- Design 
- Excel & PPT 
- Assembly 
- Management 

STRENGTH AND SKILLS

- Logical thinking skills
- Best Teamwork
- Punctuality
- Critical Thinking
- Negotiation skills
- Presentation skills
- Microsoft Office skills
- Technical skills
- Time management

SOFTWARE SKILLS

- Auto CAD 
- Excel 
- Power point 
- Ms Word 
- Photoshop 

ACADEMIC BACKGROUND

INDIAN INSTITUTE OF TECHNOLOGY-MADRAS

BSc-Data Science & Programming | Jan-2021-Present

- Cleared the qualifier exams (68 percentile) and got qualified for the course
- This 3-year degree course, offered by IIT madras.
- India's top technical institute is the world's first online BSc Degree program in Programming and Data Science.
- Subjects taken for the foundational level of this course are Mathematics, Statistics, and English.

INSTITUTE OF TOOL ENGINEERING-DINDIGUL

DIPLOMA IN TOOL & DIE MAKING | JUNE-2015-APRIL 2017

- Aggregated of 74%
- Participated in the event of Best Project of 2017 at KONGU ENGINEERING COLLEGES
- Participated in Projects Design & Fabrication at Institute of Tool engineering
- Done Project of Combination Tool for Chevrolet Tavera Engine Gasket

PROJECTS DETAILS

COMBINATION TOOL FOR ENGINE GASKET

- Chevrolet Tavera Car Engine Gasket
- Single-stage multi-process combination tool
- Made Project report & Design.
- Done All kinds of fabrications at the Institute of Tool Engineering.

ALLWIN HR.SEC.SCHOOL - TANJORE

H S C | BIO_MATHS | JUNE 2013-MARCH 2015 | STATE BOARD

- Aggregated with 84.6%.

KNOWLEDGE IN EXCEL

- Capturing and recording important data
- Using shortcuts and formula functions
- SUMIF /COUNTIF
- Conditional Formatting
- Managing large datasets with functions: IF, SUM, INDEX, MATCH
- VLOOKUP / HLOOKUP
- Building charts and graphs
- Utilizing pivot tables