

AMAR CHAND

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PERSONAL SUMMARY

A highly motivated, confident individual with exceptional multi-tasking capabilities and target driven busy time office environment. Hardworking with excellent attendance and record who can work equally well alone or as part of a team. Can communicate effectively from diverse backgrounds and would be an asset to any employer who respects loyalty responsibility.

Keen to find a challenging position within an ambitious employer where I will be able to continue my work experience & develop my abilities.

CAREER VISION

To work in a challenging environment demanding all my skill and effort to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

EDUCATIONAL QUALIFICATIONS

B.C.A (BACHELOR COMPUTER APPLICATIONS, Percentage-72%)

DR. C.V. RAMAN UNIVERSITY, BILASPUR

MACHENICAL EDUCATION (MECHANICAL DIPLOMA, Percentage 64%)

ST. SOLDIER PHARMACY AND POLYTECHNIC INSTITUTE. JALANDHAR

INTERMEDIATE (U.P. BOARD Percentage-56%) HIGH

SCHOOL (H.P.S.E.B. Percentage-64%)

RELEVANT EXPERIENCE KROME DISPENSE

PANJI ENGINEERING PVT LTD. HR Administrator Executive 28/07/2023

"Dedicated HR Administrator with Proven Expertise in Employee Relations. Results-Driven HR Executive Specializing in Talent Acquisition. Detail-Oriented HR Administrator Excelling in HRIS Management. Experienced HR Executive Focused on Organizational Development. Strategic HR Administrator Driving Employee Engagement Initiatives. HR Executive with Strong Compliance and

Policy Implementation Skills. Accomplished HR Administrator with a Track Record of Success. Resourceful HR Executive Proficient in Benefits Administration. Dynamic HR Administrator Spearheading Recruitment Strategies. HR Executive Demonstrating Exceptional Employee Training Abilities. Skilled HR Administrator Experienced in Performance Management. Versatile HR Executive Managing HR Operations Effectively. HR Administrator Known for Streamlining HR Processes. HR Executive Committed to Employee Well-being and Satisfaction. Exemplary HR Administrator Driving Diversity and Inclusion. HR Executive with Strong Conflict Resolution Skills. Results-Oriented HR Administrator Optimizing Workforce Efficiency. Adaptable HR Executive Thriving in Fast-Paced Environments. HR Administrator with Expertise in HR Metrics and Analytics. HR Executive Committed to Enhancing Organizational Culture"

KROME DISPENSE PVT LTD. Production Manager 01/12/2022 To 16/05/2023

Profile: - Manage entire production team, including engineers, maintenance workers, and CNC, VMC lath machine Operators. Delegate tasks effectively and analyses reports to improve efficiency and output. Ensure all Machines are always in full working order and investigate problems. Complete production reports on a Monthly basis and present gathered information to board of directors. Oversaw the production Processes, giving rudimentary instructions to ensure all operations ran smoothly. Resolved issues that Production workers faced and helped standard operation to resume. Worked with manufacturing Workers and maintenance staff to coordinate repairs and minimize down time, prioritizing getting all Machines back to full working order quickly. Supervise production employees at all times on the Manufacturing floor.

HONDA MOTORCYCLE AND SCOOTER INDIA 05/2018 To 09/2022: - I'm worked in Honda motorcycle on the post of PRODUCTION SUPERVISOR in Honda Motorcycle.

Production Supervisor Responsibilities and Duties: - Assembly Frame Department Identify all issues in tram and provide continuous support to all members according to operating standard on everyday basis. Supervise effective working of production personnel and prepare effective production schedules and ensure compliance to all company policies. Administer all work according to QRQC Principal and recommend Stanton improve process and reduce goals. Maintain record training to all staff members. Coordinate with equipment and process teams and ensure compliance to all protocol and maintain product quality. Prepare vacation schedule for all employee and ensure no effect to production. Manage and prioritize all production process and implement all production plans. Develop and maintain effective at various levels of organization. Prepare necessary paperwork and administer all invoice on spreadsheet and maintain records of all documents. Maintain and provide support to all 5-S program and prepare training program for all status boards. Ensure compliance to workplace policies according to safety objectives.

MARUTI SUZUKI INDIA LTD 2016 To 2017: -INJECTION MOULDING DEPARTMENT.

I Worked as a Production trainee in vehicles bumper and instruments penal production department. Every morning there was a meeting in which production targets would be discussed. After that ready plan was given. After meeting we start work. Every bumper and instruments penal were checked well

and then they had been weighting and the structure was examined again and again every hour. Bumpers were sent to Paint Shop. The data of materials would be registered two times every day in the morning and in the evening. Maintenances of machine and moulds were done time to time so that the product made properly and time could be saved. We always worked on TPQM, 3M and also 5S.

We always Followed quality and safety guidelines and met all the productivity goals.

Selected Accomplishments;

- Act as a point of contact and liaison for vendors in an assigned region and maintain contact with them.
- Troubleshoot and diagnose electrical and mechanical malfunctions making use of available documentation as necessary.
- Work with the Vendor Management Office to establish supplier performance goals and drive performance improvement for suppliers.
- Follow up on outstanding orders and status. Includes documenting status in SOR. Monitor incoming emails and phone calls from vendors and internal staff with goal of first-time resolution or routing/escalating to appropriate person for resolution. the productivity report, MTD tracker, analyses & compile the feedback
- Served a plant safety team that enacted training/awareness program reducing accidents and workers compensation claim low,
- Praised for commitment to continues improvement predicting production area problems and suggesting solutions that proved so successful they were adopted throughout the plant, Monitor and assure a safe work environment through process adherence and hazard elimination/mitigation (PPE, Lockout/Tag-out, Machine Guarding, etc.) and hazard elimination/mitigation.
- Plan, track, and achieve the PCC plant's safety, environmental, quality, and productivity goals Established by company management
- To analyses procedures and recommend/implement measures to improve production methods, Equipment performance, quality of product and implement changes to increase efficiency of Department or work crew
- To maintain a high level of morale and team-work on the production floor through frequent Communication with employees to keep them informed of any new products and/or Procedures, and to listen to employee concerns

STRENGTH

Good Written and Oral Communication Skills, Problem Solving Abilities, Delegation, Negotiation Ability to Work and Make Decisions Under Pressure, Compassion, Time Management Skills, Computer Literacy, People Person, Ability to Work as Part of a Team,

SKILLS

- Excellent leadership and management experiences

- Organized and talented delegator
- Extensive communication skills
- Mechanical and maintenance knowledge
- Critical thinking and decision-making

PERSONAL DETAILS.

- **Name;** **Amar Chand**
- **Date of Birth;** **15 August 1992**
- **Father's Name;** **Pramod Kumar**
- **Contact Address;** **House No B-1**
 /215 Street No 02 Guru Nanak
 Nagar Suranussi Jalandhar Punjab Pin Code 1440277