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|  | **Keith Groves**  Leicestershire • keithgroves1705@icloud.com  073-7638-5406 • LinkedIn URL  Personal Details:  date of birth • place of birth • nationality  Male • civil status |  |

**Production Manager**

Accomplished and success-oriented professional with extensive experience in production management and supply chain management. Skilled in managing and controlling resources and materials to ensure quality, adequacy of supply, and cost control within budgetary guidelines. Demonstrated abilities in overseeing all aspects of production standards and processes and ensuring compliance with product strategies and specifications as well as working on six sigma black belt course and qualified in the green belt. Proven expertise to multi-task and prioritize in fast-paced and deadline-oriented environment as well as adept at resolving problems independently and in collaboration with internal and external vendors. ***Proven expertise in:***

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| * Inventory Control Management * Continuous Process Improvement * Operational Excellence * Warehousing Logistics | * Cross Team Collaboration * Team Training & Leadership * Relationship Building * Effective Communication |

**Professional Experience**

Clements Retail. Acrylic

**Production Manager,** 2012 to 2019

*Strategized flow of production and assessed costs and ordering materials by using KPI and Kaizen to manage volume of work on shop floor at any time.*

Held accountable for issuing drawings and project numbers keeping an accurate eye on costs.

***Key Contributions:***

* Delivered 100% project accomplishment every year and managed to optimize turnover and profit.
* Streamlined all departments and enhanced productivity with continuous process improvement.

Bell Display

**Production Supervisor,** 2002 to 2012

*Administered* *shop floor and drawing office and maintained collaboration with MD regarding day-to-day operations.*

Played a vital role with less physical heads and out-performed in terms of output and gross profit.

***Key Contributions:***

* Led and encouraged 50 people at one time and reported directly to MD.

*Additional experience as production supervisor at Bell Display*

**Education and Certification**

**Level 3 and 5 Production and manufacture HND Equivalent** (2016)

Institute of supply chain management – Location

**Professional Skills**

Level 4 EAL Improving Operational Performance (2018)

Microsoft Office Suite| CNC | Laser Trained