

**POONAM MAGAN**  
40/13 Setia Colony ,  
Sri Ganga Nagar (Rajasthan)  
Mobile No. +91-9461423306  
E-Mail: poonammagan3@gmail.com

### **Career Objective:**

To obtain a challenging position in an organization utilizing quality management, manufacturing skills. Requiring professional platform with a desire to put my technical skills and Experience for effective utilization and realization, to boost the company's Prospects.

### **TOTAL EXPERIENCE ( Approx 7 years experience)**

#### **MANUFACTURING & BUSINESS EXCELLENCE / TOTAL PRODUCTIVE MAINTENANCE**

- ❖ **SIGMA ELECTRIC PVT LTD. Jaipur ( Rajasthan ) - 11 Months**

#### **COMPANY PROFILE –**

**Sigma electric Pvt Ltd.** is a American company. It is a manufacturer of Ferrous and Non-ferrous Parts.

#### **JOB RESPONSIBILITY –**

- ❖ Developing TPM culture through implementation of 5's, Jishu Hozen, Kobetsu kaizen, Hinshitsu Hozen and Safety Health Environment pillars.
- ❖ Policy Deployment: Achieving business objective through TPM Way.
- ❖ Developing systems for Zero BAD (Breakdown, Accident and defect).
- ❖ Perform initial cleaning, monitoring of abnormalities for achieving Basic condition of M/c.
- ❖ Working on bottleneck machines for restoring them in TPM way with task force team.
- ❖ Establishing Tentative Standards.
- ❖ Conducting JH Audits to sustain improvements.
- ❖ Establishing methodology for overall line Effectiveness.
- ❖ Setting Targets for Overall Equipment Effectiveness (OEE).
- ❖ Identifying Themes (SGA) for losses elimination/optimization.
- ❖ Monitoring & reviewing improvement themes (SGA-Small Group Activites).
- ❖ Developing Reward & Recognition scheme for employee motivation toward TPM.
- ❖ Monthly Circulating information of TPM Activities & others in new horizon.
- ❖ Preparation of Technical Training Center & Practical training to operators.
- ❖ Conducting Audits for capturing Unsafe Conditions and Unsafe practices.
- ❖ Conducting Aspect impact and HIRA study.
- ❖ Initiate projects on defect elimination.
- ❖ Internal Trainer for 5S, Kaizen, SGAS, Looses Reduction/Elimination etc.
- ❖ Developing Guidelines for TPM Appropriate machine.

### **EXPERIENCE**

- A competent leader completed diploma in Mechanical engineering.
- 7 years of total experience in departments like production, quality, manufacturing and business excellence (Total Quality management) and total Productive maintenance.
- Working Experience in
  - ❖ Total Quality Management.
  - ❖ Implementing Policy Deployment.
  - ❖ A Goods working hand on requirements of drawing Prize.

## **AREAS OF EXPERTISE**

### ➤ **Total Productivity Maintenance**

- ❖ Developing TPM culture through implementation of 5's, Jishu Hozen, Kobetsu Kaizen, Keikaku Hozen, Hinshitsu Hozen, Education & Training and safety health Environment Pillars.
- ❖ Policy Deployment: Achieving business objectives through TPM Way.
- ❖ Culture changes through handling and involving operator as well as management in autonomous maintenance.
- ❖ Developing systems for Zero BAD (Breakdown, Accident, and Defect).
- ❖ Developing process to calculate and improving OEE at machine and at lines.
- ❖ Loss elimination/optimization, capacity enhancement, manpower efficiency improvements through focused improvement activities.
- ❖ Initiate projects on defect elimination.
- ❖ Developing tech-Center for enhancing operator skills.
- ❖ Developing Recognition & Reward scheme for employee motivation in TPM.
- ❖ Making safer workplace by initiating actions on Unsafe Conditions and unsafe practices.

## **QUALITY ENGINEER**

- ❖ **TAKATA INDIA PVT LTD, Neemrana ( Rajasthan ) - 4 Years**

### **COMPANY PROFILE -**

**TAKATA India Pvt Ltd** is a Japanese MNC. It's Products are selling Worldwide. It is a manufacturer of Automotive Vehicles Driving safety Equipment's just like - Steering wheel, Seats, Seat Belt ,Air Bag. Customers - Toyota, Maruti Suzuki, Hyundai and After Market.

### **JOB RESPONSIBILITY-**

- ❖ Documentation and Implementation as per **ISO 9001: 2015, ISO 45001:2018** (procedure, quality standard and manual). Make sop, OPL, Skill matrix, work element sheet.
- ❖ Documentation and Implementation of **Customer manual and Customer Specific Requirements.**
- ❖ Handling Customer complaint and fulfilling of all **customer requirements.**
- ❖ Involve sending the action plan to customer & **Implementation on shop floor.**
- ❖ Analysis of Department wise **KPI & Effectiveness** monitoring as per decide target.
- ❖ Interaction with customer regarding customer complaint for analysis & action monitoring.
- ❖ Identify Customer projects and implement the same.
- ❖ Implementation of **5S/Kaizen/suggestion/POKA-YOKE on shop floor** and to check out the effectiveness.
- ❖ Improve the Process & productivity by involving the workforce & initiating Kaizen.
- ❖ Co-Ordination in **Quality Circle project** with different teams for rejection control.
- ❖ Knowledge of **TPM Pillar and Lean manufacturing.**
- ❖ Implemented the highly successful Lean Training /Quality Process & Product Training and 5S for all Employees. Review the all gaps during implementation.
- ❖ Responsible for overall product quality under development.
- ❖ Involvement & Implantation of **Quiz activity** –Birthday celebration, monthly communication meeting, reward celebration etc. in the organization.
- ❖ Ensure high calibration and measurement standards by scheduling and planning for review of calibration and tool inspection to maintain high standards of equipment quality so that product defects can be identified in a fool proof manner.
- ❖ Handling Man Power and shop floor Management.
- ❖ Responsible & coordination for all Internal & external audit and Improvement.
- ❖ Layout, Product & Process Audit as per schedule & verification on same. To remain familiar with the current operating procedures. Interlocks and safety systems.
- ❖ Organize MRM, inputs, outputs and follow-up on action.
- ❖ Time Study of Every process for line balancing & to maintain single piece flow.

- ❖ Setting on PLC & CNC Based M/C's as per the model change & troubleshooting.
- ❖ Maintain the process parameter under specific limit & control limit.
- ❖ Achieve the production targets with minimum down time.
- ❖ Manpower handling.
- ❖ Maintain all document and data related to the line.
- ❖ Make sop, OPL, Skill matrix, work element sheet for line.
- ❖ Production Planning and Machine Loading to feed assembly lines.
- ❖ To ensure quality of products, waste reduction, absenteeism control, safe operation of the plant.
- ❖ Detection of unsafe conditions, startup shut down activities.
- ❖ To remain familiar with the current operating procedures. Interlocks and safety systems.
- ❖ Analysis of daily defect and action upon it to reduce process rejection.
- ❖ Manage Inventory of spare & consumable items of the concerned department.
- ❖ Improve the Process & productivity by involving the workforce & initiating Kaizen.
- ❖ Controlling of all the activities like production planning, co-ordination with other departments Training to new operators.
- ❖ Face internal and external audits.
- ❖ Minimum machine idle time.
- ❖ Maintain Production control board.

#### **AREAS OF EXPERTISE-**

- ❖ 7QC TOOL & Quality Circle.
- ❖ TPM, Lean Manufacturing.
- ❖ ISO 9001:2015, EMS or ISO 14001:2015 .
- ❖ Quality Core Tools - FMEA/SPC/MSA/APQP/PPAP.
- ❖ Internal & External Audit, Auditing Process Training & Leadership Development ,Continual Improvement of Operational Process.
- ❖ Kaizen, 5's , Poka Yoke, 8D.
- ❖ Quality gauges and instruments.
- ❖ Department - Responsible for Quality Assurance as per Customer Requirement of Automotive Vehicles Seats, Seat Belt, Air Bag manufacturing.

#### **CUSTOMER RELATIONSHIP MANAGER ( CRM)**

- ❖ **SONAK TOYOTA, Sri Ganga Nagar ( Rajasthan) - 2 Years**
- ❖ Department - Sales and Service (CR)

#### **COMPANY PROFILE -**

**SONAK TOYOTA** is a reputed Sales and Service Unit in western Rajasthan of TOYOTA.  
Customers - Local consumers for TOYOTA.

#### **JOB RESPONSIBILITY -**

- ❖ Sales and service calling
- ❖ Appointment call, Camps calling, Congrats call, SDF, PSFU,
- ❖ Complain resolve
- ❖ Customer Handling

#### **EDUCATIONAL QUALIFICATION**

- ❖ Diploma in mechanical Engineering from Board of technical education Rajasthan with 63% in 2013 From CMRB government polytechnic Collage Sri Ganga Nagar.
- ❖ Senior Secondary from Rajasthan BOARD with 54% in 2010.(PCM)
- ❖ Matriculation from Rajasthan BOARD with 66% in 2008.

#### **COMPUTER EXPOSURE**

- ❖ Basic computer like MS word, MS excel, MS PowerPoint.
- ❖ **SAP.**
- ❖ English Typing 25 words per min.

## STRENGTHS

- ❖ Always looking for *CONTINUAL IMPROVEMENT*.
- ❖ Ability to learn & implement.
- ❖ Self motivating & work in a team.
- ❖ Constant thirst of learning.
- ❖ Always share knowledge with others & push other into action.
- ❖ Ability to adopt new working environment easily.

## PERSONAL DETAILS

- ❖ Date of Birth : 05/07/1993
- ❖ Father's Name : Mr. Kishan Singh Magan
- ❖ Language Known : Hindi, English
- ❖ Marital status : Unmarried

## DECLARATION

I do hereby declare that all the information given above is true and complete to the best of my knowledge and belief.

**Date:**

**(Poonam Magan)**

**Place:**