

# SILIVIYA

## Sr. Manager Operations

Total 15 years of experience. Expertise in Production Planning, quality and Compliance. Well aware of GMP, HACCP, Social Compliance, BRC etc.



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9599404687



Noida, India

## SKILLS

Production Planning,  
Product and Process validation,  
Compliance,  
Internal audit,  
Internal Training,  
Leadership  
Communication  
Problem solving  
Coordinating  
Organization  
Execution  
Decision making

## LANGUAGES

English  
*Full Professional Proficiency*

Hindi  
*Full Professional Proficiency*

## INTERESTS

Cooking  
Interaction with people  
Listening old songs  
Drawing  
Watching Korean series

## Objective:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## WORK EXPERIENCE

### Sr. Manager Operations

Global Dent Aids Pvt. Ltd

06/2011 – 02/2023

#### Achievements/Tasks

- Schedule usage of production materials to ensure optimal production levels
- Evaluate suppliers and quality, timeliness and match according to goals
- Monitor material supply flow and identify any shortages or bottlenecks in usage
- Identify and resolve problems relating to inventory
- Address issues regarding quality and production
- Prepare reports based on findings and performance of production
- Manage deadlines based on project expectations
- HACCP & Risk Analysis within the factory premises.

### Quality Management Functions:

- Establish the quality management system and procedures.
- Work with a third party to certify the organization to [ISO 9001](#), 14001, 45001 or other applicable standards.
- Ensure that the quality control procedures are implemented during every step of the production process.
- Plan and conduct internal [quality audits](#).
- Establish and implement the Inspection and Test Plan.
- Ensure the availability of required tools, including [calibrated measuring equipment](#).
- Take appropriate [corrective actions](#) on identified problems.
- Identify potential sources of error and suggest ways to eliminate them. (Preventive Actions)
- Continuous process improvement
- Reduce [waste](#)

### Sales Manager

Info drive India Pvt. Ltd.

03/2009 - 05/2011,

#### Achievements/Tasks

- Generate business for the company from the existing client.
- Find new client for fresh lead and close those leads.
- Handle team and encourage them for sales.
- Meetings with clients

### Team Leader

Mphasis

01/2007 - 02/2009,

#### Achievements/Tasks

- Generate business for the company from the existing client.
- Find new client for fresh lead and close those leads.
- Handle team and encourage them for sales.
- Meetings with clients

## **CERTIFICATES**

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Six Sigma Yellow belt

Foundations of project Management- Google

## **ACHIEVEMENTS**

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Unit Head of separate unit of 120 people.

## **PERSONAL PROJECTS**

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Minimize the rejection and maximize the production.

## **EDUCATION**

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**B. Sc. Biology**

Institution/Place of Education

**2004,**

### **PERSONAL INFORMATION:**

Phone	:	9599404687
Email	:	<a href="mailto:siliviagoel29@gmail.com">siliviagoel29@gmail.com</a>
Date of Birth	:	February 29, 1984
Age	:	39 Years
Marital Status	:	Married
Nationality	:	Indian

### **•Declaration**

I hereby confirm and verify all the facts mentioned above and I hold the responsibility of their authenticity and correctness.

  
(Siliviya)