

# Kartik Singh

## Associate Production Manager

Experienced production manager ready to immediately enter leadership position to oversee all production staff. Familiar with all mechanical processes and maintenance requirements, I combine extensive sales and business knowledge with an attention to detail and strong analytical skills. I prioritize communication with other workers to identify issues and come to resolutions.

✉ k@gmail.com

☎ 86\*\*\*\*\*6

📍 Dehradun, India

## WORK EXPERIENCE

### Associate Production Manager

M\*\*\*\*\*

08/2019 - Present

Dehradun, India

#### Achievements/Tasks

- Manage entire production team, including engineers, maintenance workers, and general machine operators.
- Delegate tasks effectively and analyze reports to improve efficiency and output.
- Ensure all machines are always in full working order and investigate any problems.
- Complete production reports on a monthly basis and present gathered information to board of directors.
- Supervise production employees at all times on the manufacturing floor.

### Coordination Engineer

M\*\*\*\*\*

05/2015 - 07/2019

Dehradun, India

#### Achievements/Tasks

- Guaranteed that all departments were working together as efficiently as possible .
- Worked with manufacturing workers and maintenance staff to coordinate repairs and minimize down time, prioritizing getting all machines back to full working order quickly .
- Relayed instructions given by production managers to all staff .

### Supervisor

M\*\*\*\*\*

09/2013 - 04/2015

Dehradun, India

#### Achievements/Tasks

- Oversaw the production processes, giving rudimentary instructions to ensure all operations ran smoothly.
- Reported any issues to production manager or coordination engineer with as much information as possible.
- Resolved any issues that production workers faced and helped standard operation to resume.

## SKILLS

Leadership

Production

Six Sigma

Kaizen

Supply Chain Management

Manufacturing

Production Process

Production Facility

Resource Planning

Quality Standards

Communication

Financial Management

CAD

Catia

G-Code

Critical thinking

Decision-making

MS Office

5S

Inventory Control

## EDUCATION

### — Masters of Engineering in Mechanical Amity University

2013

Noida, India

### — Bachelor of Engineering in Mechanical Motilal Nehru National Institute of Technology

2011

Allahabad, India

## LANGUAGES

English

Native or Bilingual Proficiency

Punjabi

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency