

# MANAV RAJYAGURU

VADODARA - 390023

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## DIPLOMA IN MECHANICAL ENGINEER

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### WORK EXPERINCE

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#### ❖ SHOP FLOOR SUPERVISOR

AUGUST 2022 - PURSUING

DESAI ENGINEERING WORKS – SAVLI

#### RESPONSIBILITY–

- **Performed supervisor duties in shop floor area**
- Supervised sheet metal operations guiding as many as 34 team members to accomplish production needs.
- As a production eng. I would like to maintain all documentary data to be monitor and maintain the daily documents which is using in production process. E.g. – Daily production report / tool monitoring report / stock monitoring sheet.
- Planned, directed, coordinated and assigned manpower to meet aggressive production schedules and disciplinary actions.
- Contributed to a monthly increase in productivity through improvements in operations, quality, safety and administration.
- Manage product flow on a daily basis from press m/c through deburring / press brake m/c / finish goods area.
- Investigated and implement ideas for quality improvement, increased productivity and cost reduction.
- Perform quality control checks and first job inspections.
- Coordinated production schedules, planning, directed inventory control, production equipments and tool maintenance.
- Work closely with all other departments toward meeting customer expectations of quality and due dates.
- Assured employees followed all safety rules, regulations and all protective clothing and equipment necessary for job performing.
- Reviewed all personal under my supervision and handled all disciplinary actions that were necessary.

#### SKILLS ACHIEVEMNTS–

- Shop floor management
- Root cause analysis
- Red bin analysis
- Reduce scrap
- Process improvement
- Inventory control
- Time & motion study
- Workplace safety
- Tally
- Enterprise resource planning (ERP)

☒ **SHIFT SUPERVISOR/PRODUCTION ASSISTANT**

MAY 2022-JULY 2022

**SHANKAR TECH PVT LTD – KARJAN**

**RESPONSIBILITY–**

- **Performed supervisor/assistant duties in busy department – Production/Store/Packing and also Dispatching.**
- Working well within a team
- Ensure industry rules and regulations are followed
- Manage daily schedules, employee shifts and time off requests
- Assign duties to employees and oversee their progress
- Train and integrate new workers
- Resolve conflicts between Employees
- Provide guidance and feedback to employees when needed
- Ensure that daily production goals are met
- Check production output according to specifications
- Submit daily productions report or progress and performance
- Ensure the safe use of equipment and schedule regular maintenance
- Assigning housekeeping tasks to staff and inspecting work to insure that the prescribed standards of cleanliness are met
- Along with this I used to maintain the inventory and part of packing or dispatching department
- To supervise, monitor & control packing operations on day to day basis

**SKILLS ACHIEVEMENTS–**

- Team work / Team management
- Communication skills
- Leadership
- Customer focus
- Men power Handling
- Production planning
- Cycle time reduction
- Preventive maintenance

❖ **DIPLOMA TRAINEE**

FEB 2022 – APRIL 2022

**SCHAEFFLER INDIA LTD – MANEJA**

**RESPONSIBILITY–**

- **Performed training duties in production line/shop floor or tool room Department**
- Operating machines at production line and tool Room

**SKILLS ACHIEVEMENTS–**

- Problem solving skills
- Work independently
- Physical stamina and strength
- Ability to read blueprints, schematics and manuals
- POKA YOKE
- KAIZEN (continuous improvement)

## ❖ DIPOMATRINEE

SEP 2021 – JAN 2022

**ECLIPSEGLOBALPVTLTD– MAKARPURA**

### **RESPONSIBILITY–**

- **Performed training duties in Store department/packing – dispatching Department**
- Perform clerical duties such as; receiving , auditing , posting bin cards , preparing , and verifying paperwork
- To handle order processing / Delivery Challan / Invoicing
- To co – ordination with order processing team .
- Maintaining inward & outward of stock in **SAP**
- Assist to warehouse in charge and managing warehouse related activities in his absence
- Procure and maintain inventory stock levels
- Maintain weekly physical inventory / stock
- To maintain FIFO – LIFO methods
- To maintain good housekeeping in store or packing area
- To ensure quality of packing as per export requirements for export consignments

### **SKILLS ACHIEVEMENTS –**

- 5S
- Time management
- Multi – tasks skills
- Inventory and ordering
- Excellent customer service

### **SAP-SKILLS ACHIEVEMENTS**

- Create good receipt
  - Create purchase order
  - Create purchase requisition
  - Maintain service sheet
  - Maintain source list
  - Create reconcile subcontracting order
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## ❖ EDUCATION

**DIPLOMA IN MECHANICAL ENGINEERING**

2018 – 2021 AT GOV. POLYTECHNIC DAHOD

CGPA – 7.72

**DRAFTSMAN MECHANICAL**

2015 – 2018 AT INDUSTRIAL TRAINING INSTITUTE

P (%) – 69

## ❖ AREAS OF INTEREST

Industrial engineering / manufacturing processes / tool engineering

## ❖ COMPUTER SKILLS

- MS EXCEL
- MS WORD

- MSPOWERPOINT

#### ❖ **STRENGTHS**

- Positive attitude
- Self motivated
- Ability to adjust in any circumstances
- Hard working
- Team work
- Quick decision maker

#### ❖ **ACHIEVEMENTS**

- ATHLETE – 2020

A good Athlete- I got many prizes in sports event at government polytechnic DAHOD- held on jan-2020

- PRAYAS-2018

Participate – A state level techno – analytical event at polytechnic – THE M. SUNIVERSITY OF BARODA – held on sep-2018

#### ❖ **DECLARATION**

I hereby declare that all details furnished here are true to the best of my knowledge and belief .

**MANAV RAJYAGURU**

