

BIO-DATA



S.SELVAM

Mobile No: 8778186898

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PERSONAL SUMMARY

An experienced Production Supervisor, who enjoys working on mechanical things, solving production problems, and leading people. Maxine has over two years experience of supervising staff in a manufacturing such as Ors and Ointment. knowledge of operation and cleaning equipment, a strong mechanical aptitude and being able to ensure that all equipment is maintained and running properly. As a true all-rounder direct work activities, schedule employees and write up all necessary documentation. At this precise moment in time much like to join a company that has a diverse and supportive environment which encourages staff to learn from other talented professionals.

ACADEMIC QUALIFICAION

University	Degree	Year of passing	Marks(%)
Hindusthan Institute Of Technology,Covai.	Master of Computer Application	2013	72.4
Ganesh College of Arts & Science, Salem.	Bachelor of Computer Application	2009	56.8
Saraswathi Matric Higher Secondary School, Attur.	Higher Secondary School	2006	59.5

CAREER HISTORY

Responsible for leading subordinates in a production facility and for ensuring that all material produced meets customer requirements.

Duties:

- Managing and improving production processes to enhance product quality and maximize efficiency.
- Identifying problems or bottlenecks in the production processes.
- Directly supervising hourly production.
- Tracking staff absenteeism and time-keeping.
- Ensuring the safest working environment possible for staff.
- Planning, assigning, and directing production work.
- Appraising staff performance.

- Rewarding or disciplining employees.
- Periodically carrying out office work.
- Addressing employee complaints and resolving any problems.
- Actively working to eliminate hazards that may cause injury.
- Organizing and prioritizing production needs.
- Carrying out accident investigations.
- Making sure that products are to the highest grade and production standards.
- Creating an environment that is conducive to teamwork.

EXPERIENCE

- S.M. Pharmaceuticals PVT LTD-Bangalore Hoskote(2018-2019)
two year production supervisor.
- V.V. Rajan & Co (Printers & Publishers) PVT LTD-
ChennaiVillivakkam(2016-17)One year in sales executive

MANUFACTURING PRODUCTION

- Ors manufacturing such as shifting and blending after analyzed filling powder.
- Ointment manufacturing such as wax vessal,water vessal and main vessal that three vessal prepared povidone ointment and benzoic salicylic acid ointment.
- Formally appraises performance; coaches/counsels employees; takes necessary disciplinary actions; and determines method in which work is performed
- Manage and maintain a safe working environment
- Manage employee conflicts as situations warrant. Perform investigations, obtain written statement(s), review surveillance footage to verify claims
- Monitors and manages employee job performance such as attendance, quality, and productivity
- Provides coaching, training and development
- Provide detailed shift summaries to other leaders
- Tracks key performance indicators/costs, anticipating and correcting trends which would compromise achievement of financial targets

KEY SKILLS AND COMPETENCIES

Professional

- Improving Standard Operating Procedures.
- People management and development.
- Providing leadership to plant staff.

Personal

- Willing to take responsibility.
- Treating junior and senior members of staff with respect.

AREAS OF EXPERTISE

Inventory management practices
Process improvement
Supply management
Production control

PERSONAL PROFILE

Name : S.Selvam
Father Name : P.Suruttaiyan
Address : Vidaipannai backside,
Vadakkukadu,
Mullaivadi(P.O),
Attur(TK),
Salem(DT).
Gender : Male
Marital States : Single
Mother Tongue : Tamil
Date Of Birth : 18.05.1988
Religion : Hindu
Nationality : Indian
Geographical Mobility : Willing to travel anywhere
Languages Known : English, Tamil (Read, Write and Speak)
Hindi,kannadam (Speak)
Phone No : 8778186898

LEISURE ACTIVITIES

- Play Games.
- Watch English Movie.

DECLARATION

I hereby declare that the details given above are information is true my knowledge.

Date :
Place:

Yours faithfully,
S.SELVAM