

UMA A

No.53B, 1st Floor, Senthil Andavar Koil Street, Vadapalani, Chennai-600 026

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PROFESSIONAL SUMMARY:

Ability to do Multi-Task and Meet Strict Deadlines.

- Professional management skills
- Meeting objectives
- Identifying problems
- Managing change
- Problem solving skills

PRESENT EXPERIENCE:

Company Name : Westart Communications India Pvt Ltd
Company Profile : Solid Waste Management
Designation : Project Coordinator and MR
Experience : From Jan'21 to Present

ROLES&RESPONSIBILITIES:

- Handling 4 different projects (Garden Waste Processing, Collection & Transportation of Construction & Demolition Waste, Construction & demolition Waste Processing and Bio Mining Waste Processing)
- Task scheduling, Tracking, Monitoring and coordinating with required team to get the task done.
- Maintaining overall projects Billing plan and Reporting to Director on monthly basis
- Preparing Monthly Budget requirement for all project on monthly basis
- Monitoring & maintaining KPI for all projects and reporting to both Management and GCC
- Preparing & Maintaining of all Project documents based on audit
- Conducting CFT (Cross Functional Team) meeting on daily basis and reporting to Director
- Tracking of ordered material to achieve On Time Delivery
- Communication with Vendor and Customer
- Coordinating with internal teams (Admin, Purchase, Operation, PRO, IT, HR & Finance) and Management and acting as a bridge between them
- Preparing documents for Management based on their requirements
- Reporting overall project status to Director on daily basis.

PREVIOUS EXPERIENCE - III:

Company Name : Autosys Control Systems India Pvt Ltd
Company Profile : End to end plant automation and Turnkey project execution (Panel Manufacturer)
Designation : Project Coordinator and MR
Experience : 1 Year & 4 Months (From Aug'19 to Jan'21)

ROLES&RESPONSIBILITIES:

- Preparing & Monitoring Project Plan for all incoming projects
- Preparing BOM (Bill of Material)
- Maintaining overall projects Billing plan report
- Reporting to MD about Project Billing status on monthly basis
- Preparing & Maintaining Audit documents
- Maintaining final documents of all dispatched projects
- Conducting CFT (Cross Functional Team) meeting on weekly basis
- Preparing MRM documents for Internal Audits
- Coordinate with teams for Internal audit, MRM and TUV audit
- Tracking of ordered material to achieve On Time Delivery
- Communication with Vendor and Customer
- Coordinating and supporting all departments to achieve on time progress

PREVIOUS EXPERIENCE - II:

Company Name : Micro Precision
Company Profile : Manufacture of Online Fittings, Valves, pumps, Filters & other components
Supplies for the Defence and Strategic projects
Designation : Project Coordinator
Experience : 3 Years (From 2016 to 2019)

ROLES&RESPONSIBILITIES:

- Preparing report for daily inspections. (Internal & External Inspections)
- Preparing BOM (Bill Of material) for each project
- Preparing QAP (Quality Assurance Plan)
- Preparing Dimensional Reports for all manufactured items
- Preparing 3 stages of (Raw, In process, Final stage) documents as per ISO requirements
- Preparing and maintaining the final set of documents for dispatch
- Coordinating with internal teams, DGQA & DMDE

PREVIOUS EXPERIENCE - I:

Company Name : SERCO
Company Profile : Customer Service Provider for Credit cards
Designation : Customer support Executive
Experience : 1 Year (From 2014 to 2015)

SCHOLASTICS:

- Completed B.E in Electronics and Communication at M.I.E.T Engineering College in 2014 with 82%
- HSC in Govt. Girls Higher Sec School in 2010 with 85.33%
- SSLC in Govt. Girls Higher Sec School in 2008 with 88%

IT SKILLS:

- Well versed with MS Office (Word, Excel & PowerPoint)
- Knowledge in HFSS software

CERTIFICATE:

Auditor Certificate for ISO Audit

LANGUAGES KNOWN:

- Tamil (speak, read & write)
- English (speak, read & write)

PERSONAL PROFILE:

Father's Name : M.R. Anbu chezhiyan

Date of Birth : 27-05-1993

Permanent Address : 106 A, West Street, Pathur, Koradachery, Thiruvavur

Marital Status : Married

Notice Period : 15 days

Total Experience : 6 Years (1 year as a Customer Support Executive & 5 Years as a Project coordinator)

DECLARATION:

I hereby declare that all above mentioned details and statements are true to the best of my knowledge.

Place: Chennai

UMA.A

Date: