**MANOJ GUPTA**

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***P*ROFESSIONAL *O*VERVIEW\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* An astute professional **with nearly 4 years’** experience in the areas of Production & Maintenance Co-Operation Executive & process department.

***A*REAS *O*F *E*XPERTISE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Technical Development:-**

* + Regular follow up for the short listed items.
  + Planning for predictive & preventive maintenance of robotics ( motoman,& ABB), IT guns , punching m/c paint shop.
  + Testing Line parameters as per standards and process control.
  + Daily activities on 5-S and its related documents.
  + Dispatching the material as per requirement.
  + Shutdown project activities planning.
  + Improving production efficiency and reduction of rework
  + Verify the operators check sheets and reports.
  + Project completion in time.
  + Supervisor of the shift and men power handling.
  + Responsible for achieving the production target as per PPC plan.
  + Abnormality control.
  + Prepare audit documents & follow up audit process.

**Key Account Management:-**

* + Implementation of kaizen where as required in plant work are to increase production & productivities and Motivation to all employee for taking the part in KAIZEN activities.
  + Maintain the, 5S on shops Flore & keep control on wastage & scrap..
  + To improve productivity by training of associates & implementing performance standards .
  + Make production report at end of shift.
  + Multi skill training to Operators.
  + To follow standards set by ISO and OHSAS.
  + To prepared all production & inspection reports
  + Daily reporting to the DPM
  + Working knowledge of sap

**Current Working:-** Presently working with Dhingra Trucking Pvt. Ltd (Authorized Dealer of Bharat Benz) as a Customer Relation Executive from June 2017.

* + Handling process to maintain Audit for 5S & other Audit.
  + Handling Customer Complaints: Attending Customer Complaints (Telephonically, Written Direct) & with appointment of Customer resolves them along with help of technical team.
  + Making various reports related with customer care activities and Business reports (Monthly Report-customer care, Daily and Monthly -Business reports).
  + Sending congratulations letter to customer on the of delivery

***CAREER OVERVEIW*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Since June’ 2017 to Till date Dhingra Trucking Pvt. Ltd , Rewari Process Deptt. As a Executive**

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**Since april 2011 to 2013 Jay Bharat Maruti Ltd -3 in Gurgaon Production & Maintenance Co-Operation Executive**

**Since feb. 2016 to Sept’ 2016 NMPL-12 in Gujrat. Production Executive**

***A*CADEMIC *C*REDENTIALS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2010 B.Tech From Electronics & comm. Engg. GBTU (UPTU)

2006 10+2 from PCM U.P. BOARD

2004 10 from PCM U.P. BOARD

***O*THER *C*REDENTIALS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_**

* Working knowledge of Windows, MS-Office, Internet and SAP System.

***P*ERSONAL *D*OSSIER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Permanent Address : Vill- kankarkui Distt –Saharanpur

Date of Birth : 17-april -1989

Nationality : Indian

***DECLARATION\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_**

* I hereby solemnly affirm that I will bear the responsibility with utmost dedication .If company gives me chance i will prove my self and give better results to organisation. .

Place :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***( Manoj Gupta )***