

Cover Letter

Jogendra Kumar Singh

8950490307

jk97mld@gmail.com

Dear **Hiring Manager**

As a **Production Manager at Rosmerta Safety System Pvt. Ltd.**

I have 13.9 years of experience. I have managed 55+ employees and know my multi tasking and communication skill can be help to your production team. I have a passion for exceeding production goals while maintaining the highest safety standards. I was previously working in a Relaxo Footwear Limited manufacturing plant and I excited to transfer my skill into manufacturing in molding and packing with maintenance skill.

After completing my business degree at Sikkim Manipal University, I immediately went into production. I started as a production supervisor after then I have selected as a Production Manager in my current organization. Balancing cost with production I have continually met or exceeded the company's goal.

I regularly meet with my staff and team members and consider what they say and put those ideas into play and discuss the direction we were going in and the direction we wanted to go in. By listening to the staff, I am able to pinpoint the weakness in our process and increased the production up to 20% without sacrificing quality and safety.

Thank you for considering my application. I am ready and eager to apply what I have learned in the 13.9 years to new sectors. I look forward to learning more about your current process and the goal your company has set. I will work tirelessly to meet those goals

Sincerely

Jogendra Kumar Singh



JOGENDRA KUMAR SINGH

*S/O Raj Bahadur Singh Dhedhemau Malihabad Lucknow (U.P.) Pin Code - **226102***

*Contact No. 8950490307 E-MAIL – **jk97mld@gmail.com***

CAREER OBJECTIVE

A challenging position in a manufacturing, Engineering or facilities of operational environment where my overall management along with the leadership and decision making capabilities, will be combined to render growth of organizations.

WORK HISTORY -13.9 years

Production manager (2nd September 2019 to Dec. 2020)

Rosmerta Safety System Pvt. Ltd. Known as (Utsav Safety System Pvt. Ltd.)

30, A/4, Krishna Nagar Lucknow Uttar Pradesh pin code-226023

Responsibilities

- Team management and coordination with all departments.
- Target to minimize gap between plan vs. actual production and given priority to maximum delivery of production and determining quality control standards.
- Planning and organizing production schedule and assessing project and resource requirement.
- Follow the PPC and SCM.
- Focus on inventory and production cost, Dispatch, Packing and team work.
- Quality control on all stage.
- Provide required Training for all juniors and workers and meeting for root cause analysis.
- Overseeing production process and ensure that health and safety regulations are met.
- Organizing the repair and routine maintenance of production equipment and other equipment's.

Production Supervisor (6.11 years) (1st June 2012 to April 2019)

Relaxo Footwear Limited Unit -4

30, Mooja, Hasanpur, Tikri Border Bahadurgarh Haryana -124507

Responsibilities:-

- Preparing all production data and reports and reporting to production manager and provide Operators training behavioral and motivation, production, process and quality, SOP training and safety training.
- Knowledge about all PVC molding machine like Horizontal, BS-100, BS-150, King steel and triple colour Rotary machine. Double colour 20 station rotary shoe making machine.
- Knowledge of EVA 6 station molding machine, single injector vertical shoe making machine.
- Small Knowledge of compounding and processing machine and compound colour sampling.
- Knowledge of packing production line and achieving maximum productivity by machine and workers.
- Follow the PPC and SCM management system and working with SAP technology.
- Production, manpower and required material planning as per plan schedule.
- Quality inspection & control on shop floor as per SOP, safe and working environment.

- ISO 9001-2000,9001-2008 and ISO OHSAS 14001 & 5S system
- Using techniques JIT, Kaizen, PDCA, and Quality Management.
- Store management and its process achieving the goal as per KRA.

Process Supervisor (2.7 years) (2nd Nov. 2009 to May 2012)

U.P. Asbestos Limited-NTPC Road Dadri G.B. Nagar (U.P) -203207

Responsibilities:-

- Preparing MIS report, maintaining all file records and data for management daily and per shift schedule.
- Handling of heating chamber and maturing section.
- Trouble shooting of all working stations of process and also quality concern.
- Handling manpower's and aware about smooth work and improve production with quality.
- Quality control in whole process as per standard of SOP.
- Handling all activities related to production process and quality circle in plant.

Warehouse cum Store Supervisor (3 years) (Sep. 2006 to Oct. 2009.)

Indorama synthetics India limited under contract of Vishal Enterprises Pune in Plot no. A31 MIDC industrial area Butibori, Nagpur, Maharashtra pin code - 441122

Work responsibility:

- Manpower handling and training, Material handling and safe place.
- Proper stocking of received goods and stock balance.
- Material issued for the other departments as per required plan.
- Prepare the warehouse transfer report. Plan for next day dispatch plan
- Prepare daily dispatch report and pending status report.
- Prepare inventory report of warehouse and store
- Visual management, Kizen, and maintain 5S system.
- Safety of workers and safe workplace and provide related training.

Professional Skills:-

- Positive and Practical approach.
- Good Interpersonal and communication skills
- Leadership, Team building and target achieving.
- Time management and flexibility
- Organizational skill and Stress management skill
- MS Office.

Professional Qualification:-

MBA (OM) from Sikkim Manipal University in 2012 by distance education with Grade - B+

PGLT (Post Graduation Diploma in Leather Technology) in 2018 by distance education with Grade -B

Diploma in mechanical engineering till 3rd semester from KSOU.

Academic Education:-

10th	U.P. Board Allahabad	2001	Second division
12th	U.P. Board Allahabad	2003	Second division
B.A	Lucknow University	2006	Second division

Software Skills:-

- Advance Diploma in Computer Application (ADCA)
- Diploma in Financial Accounting (DFA)

Area of Interest: - Production, Operation and warehouse management.

Area of expertise: -

- Workplace safety Continuous Quality Improvement SOP training
- Supervisory Skill Work prioritization/ Scheduling Trouble shooting
- Cost control Employee Engagement Waste reduction
- Self-motivation Fast learner Learning by mistakes

Achievements:-

- Increase safety awareness leading to no injuries on team since 2012
- Minimize the breakdown up to 60% use of 5S, preventive measure and operators training and awareness since 2013.
- Achieved highest production capacity and PPMD of plant in our section from last 6 years.
- Material location change near machine and store area save more time in this process.

Personal Profile:-

Name	JOGENDRA KUMAR SINGH
Parent's name	Mr. RAJ BAHADUR SINGH S m t . U R M I L A D E V I
Date of birth	10 Aug. 1985
Sex	M a l e
Marital status	Married
N a t i o n a l i t y	Indian
Language known	Hindi, English

Declaration:-

I hereby declare that all the particulars given herein all are true to the best of my knowledge and belief.

Current CTC 288000 p.a.
Current location Lucknow (Uttar Pradesh)
Notice period Immediate can join

Date

(JOGENDRA KUMAR SINGH)