**MUTHULATHA .M**

**Email-**muthulathasri@gmail.com

**Phone no**-+91 7358725265

**Professional summary**

 Worked as a company trainee in SL LUMAX with an experience of 1 year as well as worked as an Apprentice PA in Amazon Transportations services Pvt Ltd with the experiences of 11 months now seeking for an opportunity to learn new skills and grow as a professional in a team atmosphere.

**Career Profile**:

**Designation:** Apprentice Process Associate

**Amazon Transportations services Pvt Ltd** -from April 2019-march 2020

**Roles and Responsibility:**

* Supervise specific function within assigned work zone
* Highlight defects through mail / tt / case management
* Tracking hourly actual TPH against planned targets
* Manage AAs in work zone
* Floor hygiene ,5S,area readiness in as per standard at zone level
* Ensure AA’s login in right CALM code and TOT check & clearance in every 30 min.

**Projects:-**

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| --- | --- |
| **Project Name** | **Description and action taken** |
|  **Bag level miss scan** | **Description:*** Once the shipments received at in facility it will reach the assigned destination without further scan from the middle mile node

**Action Taken:*** We analyzed the Route cause of the issue and also the areas were most of the miss scans happens.
* We introduced a new method after discussing with our team leads we brought counting of shipments while bagging the Associates must bag the shipments only following 20,30,40 this has greatly reduced the bag level miss scans
* We have conducted campaigns and cross trainings for Associates who was not following this and we have pasted awareness pictures all over the sites and this had greatly helped us to reduce the issue and help us to achieve our targeted metrics.
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|  **Scanner handover Mechanism** | **Description :**We faced heavy shortage of scanner availability in floor as there was no standard mechanism for usage of scanners either the scanners were placed inside the vehicles or inside an empty mother bags which will send to some other location. **Action taken :*** We have created a Macro using data entry and we have pasted a separate barcode over the scanners.
* If a Associates going to work in a process path using scanners He/She have to enter the scanner id along with their names and that person is purely responsible of handing over the scanner till the last.
* If they are going to work in some other process path were scanner is not required they have scan the handover and place the scanner in allocated space.
* And at the end of each shift Scanner Photo was asked to share in group this ensured that all the scanners were placed in designated area and proper mechanism was followed
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|  **Fluid level miss scan**  | **Description :*** Once the shipments received at in facility it will reach the assigned destination without further scan from the middle mile node

**Action taken :*** We analyzed the Route cause of the issue and also the areas were most of the miss scans happens.
* We introduced a miss scan sheet were the AA have to count shipments when loading into the vehicle along with the bags.
* The Misscan Sheet will be cross verified with the System count if there is any deviation loading will be arrested and the misscan fluid will be scanned again and then loaded into the vehicle
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| --- | --- |
| **Project Name** | **Description and action taken** |
|  **Multi depart** | **Description :*** When a package is scanned and departed and removed from the infacilitycount that shipment must be received at the next node instead theshipment which was in transit was scanned again in the origin node it is multi depart

**Action taken :*** Double Scan Mostly Occur Due to Slam label Defects from previous nodes once the Return tracking id was generated for the shipments the previous will not be removed and there will be two labels mostly we have faced this issue in Pcp Shipments.
* We have Trained AA those who using scanners in inbound and Outbound Areas Not to scan those packages and we have continuously escalated to LM and SC nodes who were sending packages like this and issue was arrested
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|  **TOT**  | **Description :*** TIME OF TASK which is used for labor tracking .

**Action taken :*** Keeping the calm code station ready before the stand up meeting .
* Every 30 min we will check the tot status and share the snap in the group.
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**Designation:** Company trainee

**SL LUMAX**  -from April 2017-march 2019

**Roles and Responsibility:**

* + process monitoring and control
	+ Rejection part analysis and counter measure
	+ Monitoring of equipment and machinery and control
	+ Process improvement and continuous analysis

 **EDUCATIONAL CREDENTIALS**

* + **BE (Electronics and Communication Engineering)2013-2017 in** Jaya sakthi college of engineering **:** 6.6 CGPA
	+ **HSC 2013 in** Sethu Bhaskara Matriculation . Hr.Sec School, Chennai. : 66%
	+ **SSLC 2011 in** Ebenezer modern matriculation school, thirumullaivoyl **:** 66%

 **TECHNICAL SKILLS**

* + Languages : c , c++, Embedded C
	+ Simulation Tools : MATLAB
	+ Microsoft packages : Word , PowerPoint and Excel

 **PROFESSIONAL TRAITS**

* Positive attitude, outright and assertive.
* Willingness.
* Flexibility and adaptability.
* Hardwork

 **HOBBIES:**

* + Drawing
	+ Listening to music

 **PERSONAL DETAILS**

 Date of Birth : 29 Feb 1996

 Gender : Female.

 Marital Status : Single

 Nationality : Indian

 Languages Known : English,Tamil

 **DECLARATION**

 I certify that the particulars given above are correct and complete to the best of my knowledge and believe that nothing has been concealed by me.

 Thank you

 **PLACE:** Tiruvallur signature,

 **DATE**  : (M.Muthulatha)