CURRICULUM VITAE

PAVAN KUMAR P.

HYDERABAD, INDIA

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Detail-oriented and highly articulate professional manager, directing operations and activities within production area - Employs strong organizational skills, leadership and thorough knowledge regarding many aspects of the production process to achieve organization goals.

**Areas of Expertise**

* Production Management.
* Maintenance Planning & Execution.
* Safety & Quality, HACCP.
* People Management.
* Decision Making.
* Training & Development.
* Food Manufacturing GMP.
* Team Management.
* Strategic Planning, Scheduling & Analysis.
* Problem Solving.

**Professional Experience**

* **Operations specialist & Shift lead,**

**Mars international India Pvt Ltd HYD INIDA**

 April.2009 To Feb.2020.

* Maintain safe and clean work environment by educating and directing personal on the use of all control points, equipment and resources, maintain compliance with established policies and procedures.
* Implementing cost saving measures to achieve substantial reduction in terms of raw materials, manpower and machine utilization.
* Demonstrated abilities in preparing and analyzing various reports. (monthly report, stock report, vendor reports, etc.)
* Demonstrated strategic decision-making, production management and continuous improvement programs to drive cost reductions while maintaining product quality and production output.
* Possesses excellent interpersonal, analytical, troubleshooting and team building skills with proven ability in establishing quality systems / procedures and managing resources.
* Raw material, finished products sourcing for various products from different suppliers.
* Stock reconciliation with different storage locations.
* Based on marketing requirement, coordinating with outsourced plant operations for timely execution.
* Storage requirements of chemicals to be maintained for safe handling.
* Standardization and optimization of packaging for products, labeling and palletization.
* Ensuring FIFO and eliminate expiry of stocks.
* Prepare weekly/monthly rolling plans to match the budgeted production projections to ensure that the required material (import, domestic and packaging material) is procured on time and additional stock is maintained to cater for any urgent requirements.
* Development and training of people on the shop floor.
* Timely reporting of various information to the management.
* Overseeing production operations, keeping control over activities & analyzing processes for stabilization thereby ensuring smooth operations; coordinating production, processing, distribution and marketing activities.
* Serving as Key member of team to gain ISO GMP certification; tapping materials quality and production planning.
* Minimizing bottlenecks for high productivity with maximization of men, material & machine and processing schedules; monitoring the production processes and maintaining production and personnel records.
* Carrying out process flow design and implementing the same; coordinating inventory and cost control programs.
* Establishing and implementing various systems & procedures to comply with ISO quality standards.
* Identifying scope and monitoring changes to enhance productivity.
* Facilitating smooth functioning of overall operations, enhance operational efficiency and cost optimization.
* Handling maintenance of Filling, Packaging Machines, and Material Handling Equipment's.
* Evaluation & analysis of new machinery by dealing with various vendors, suppliers.
* Adjust and improve the design and product development calendar to meet the needs of the business
* Work productively and efficiently with sales and marketing teams to co - ordinate the launch of new lines.
* **Production Associate,**

**Effem India Pvt Ltd. HYD INDIA**

Feb. 2003 To March 2009

* Responsible for having safe work instructions available for all positions. Processes are run in accordance with SOP’s, and other documentation.
* Planning & executing production operations & materials procurement plans in coordination with other functions.
* Preparing Standard Operating Procedures, manuals & work instructions for production operations for the unit and maintaining MIS/ reports for facilitating decision making by the management.
* Supervising the production processes, systems and providing suggestions for improving process efficiency.
* Proactively identify areas of obstruction/ breakdowns and take steps to rectify the machines and equipment through application of trouble shooting tools.
* Ensuring complete compliance to prescribed GMP and GHP qualities.
* Ensuring that products are produced on time and are of good quality.
* Responsible to ensure availability of raw materials in alignment with production schedules and reviewing them weekly to eliminate stock out position. Responsible for cost effective procurement of all raw materials with ensuring compliance with principle company Policies.
* **Technician,**

**Tata teleservices Ltd. HYD.INDIA.**

 April.2001 To feb.2003.

* Performs routine inspections, testing and maintenance of network equipment
* Possesses and applies working knowledge of at least one technology environment to address and resolve problems
* Assists the Network Administrator and End User Device Administrators when necessary
* Analyzes a chain of events and applies technical knowledge following established procedures and/or detailed specifications
* Inspects work performed by Telecommunications Technicians and/or contractors, daily, ensuring accuracy and completeness
* Create and publish and maintain up to date and accurate telecom documentation and diagrams. May act as project manager on assigned projects
* Test and evaluate systems/devices to eliminate problems and make improvement
* **Electrician in Maintenance,**

**NRB Bearings, Hyderabad, INDIA**

 April 1998 TO March 2001.

* Cable splicing and termination, wire and cable pulling techniques and specialty wiring devices
* Conduct weekly quality assurance inspections of building common areas, report findings to Facility Supervisor
* Solid state electronics and wiring device principles and applications
* Hand and power tool selection procedures
* Liaison with vendors in scheduling and completing outsourced electrical work to include but may not be limited to Electrical Circuits and Panels, UPS Systems, Emergency Generators
* Installs and repairs electrical circuits for power, lights and building equipment
* Installs and repairs low-voltage wiring for data, phone and satellite television
* Performs preventive and corrective maintenance on all electrical and/or alarm systems
* Maintains currency in the installation, maintenance and repair of electrical systems and equipment and national and local codes
* Elevator extraction response

* Operations specialist/Shift lead –

MARS INTERNATIONAL INIDA LIMITED, HYDERABAD, INDIA.

APRIL 2010 TO MARCH 2020.

* Production Associate –PET FOOD Manufacturing

EFFEM INDIA PVT LTD HYDRABAD, INDIA

FEB.2003 TO DEC.2009.

* Technician – Tele services

TATA TELE SERVICES LTD HYDRABAD, INDIA

FEB.2002 TO DEC.2003.

* Electrician – Maintenance

NRB BEARNING PVT LTD, HYDERABAD.

Feb.1998 TO Feb.2001.

Education.

* Diploma in Electrical and Electronics (4yrs) from JNTU University, Hyderabad, India in 2006.
* MTI in Electrical (2years) from Advanced training institute, Vidyanagar, Hyderabad in 1997
* SSC from SRYSP Junior college, Challapally, Andhra Pradesh in 1994

Personal Details

 Nationality : India.

 Marital Status : Married.

 Date of Birth : 21 AUG, 1979

 Languages known : English, Hindi and Telugu.

(PAVAN KUMAR P)