

CURRICULUM VITAE



SURINDER KUMAR

Diploma- Automobile Engineering

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RESIDENTIAL ADDRESS

H.No- 768, behind E.S.I hospital colony basant nagar, Jagadhri
Distt – Yamunnagar
Pin code- 135003
(Haryana)

PERSONAL DETAIL

Father name - SH. Amar Nath
Date of birth - 22-12-1987
Sex - Male
Nationality - Indian
Marital status - Single
Language known - Hindi, English

SKILLS

Work well under pressure
Relevant technical knowledge
Can handle many assignment – multi tasking
Positive attitude
Excellent communication skills
Superb leadership skills
Self-motivated
Smart working
Highly dedicated

CAREER OBJECTIVES

A self motivated individual, looking for a challenging opportunity in organization where I can utilize my expertise & proficiency in every aspect for the growth of my knowledge & career.

PROFESSIONAL EXPERIENCE

- **2.3 years** of experience in **Mahindra & Mahindra limited** (swaraj tractor Division) as **working supervisor** from 1-7- 2009 to 17-10- 2011.
- **5.2 years** of experience in **Honda motor cycle & scooter India Pvt Ltd** Gurgaon as **Assistant executive** from 21- 10-2011 to 20–12-2016.

EDUCATIONAL QUALIFICATION

- **Diploma in Automobile engineering** from Govt. polytechnic ambala city with 74.19% marks in 2009.
- **12th in commerce** from (H.B.S.E) with 76% marks in 2006.
- **Metric** from (H.B.S.E) with 77% marks in 2004.

AREA OF EXPERTISE

- Manpower management
- Production monitoring
- Staff training
- Ensure product quality
- Team building / motivation
- Handling objection
- Internal customer satisfaction.

COMPUTER PROFICIENCY

- High level computer skills including Excel, Word, PowerPoint & net surfing.

KEY ACHIEVEMENTS

- Achieved **95% production** & DPR targets **within 1 month** after company strike in Feb-2016.
- Awarded as best zone leader for **GHQS & ISO documentation** audit in year-2015.
- Trained **55** new associates for new model (**Navi**).

Assistant Executive (21-10-2011 To 20-12-2016)

HONDA MOTORCYCLE & SCOOTER INDIA PVT LTD

- To achieve daily production & quality on assembly frame line.
- Manpower management on production line for smooth production.
- To achieve direct pass ratio (DPR) of each model as per the given targets.
- To maintain production report & production loss report.
- Take care of spare parts production, quality inspection & delivery to spare part department as per PPC given targets on monthly basis.
- To achieve the MSQCD parameters on monthly basis.
- Daily shift start & end meetings with the subordinates to discuss about top defects, unauthorized absent, production loss & any safety concern.
- To monitor inventory of material 2 times in a year.
- To communicate PPC department about major line loss to minimize the further production loss.
- To communicate with all concern sections for any part shortage on assembly line.
- Preparing of traceability sheet, multi-skilling chart, ONjob training, job evaluation, job revaluation of associates related documents.
- Maintaining of all the documents related to number punching machine.
- Monitoring equipment check sheets on daily basis.
- Popper training given to the associates for assembly of upcoming new model.
- Monitoring of all "A" grade process on hourly basis due to safety concern.
- Specially offline training given to the new associates to improve their skills.
- Planning & execution of **5S, POKA YOKA, KAIZAN** on assembly line.

Diploma engineer (1-7-2009 To 17-10-2011)

MAHINDRA & MAHINDRA LTD

- To achieve the daily production and quality on assembly line.
- Planning and integrating the production plan as per PPC department.
- Manpower handling on production line for smooth production.
- Preparing and maintaining standard operating procedure for assembly line operations.
- Time study for critical operations.
- Monitoring of equipment check sheets on daily basis.
- To prepare VCP for critical process.
- To take feedback from quality gates placed at the end of each assembly zone to control the outflow of defects.
- To rectify the differential oil leakage after hydraulic testing.
- Planning for overstay of associates in case of any production loss.
- To maintain vehicle sampling inspection records & feedback given to the quality coordinator for major concern.

PROFESSIONAL TRAINING

- 7 QC tools & six sigma training in Gurgaon.
- Manpower management training in Delhi..
- Quality circle training in Chandigarh sec-32.
- Special training attended for pneumatic & oil impulse impact wrenches in Faridabad.
- Road safety & road signs training in Honda training centre tapukara Rajasthan.
- 4 week excellent vehicle hydraulic testing training in R &D centre (Mahindra swaraj tractor Mohali).

DECLARATION

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge. I am ready to provide related testimonials as and when required.

SURINDER KUMAR

DATE

PLACE