

AMIT SHARMA

H. No. 403/2 Diwan Khana

Purani Mandi, Sonapat

Haryana - 131001

Contact No: +91-9416316272, +91-8168991854

E-mail id: rudr2307@gmail.com

### **CAREER OBJECTIVE:**

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the company to achieve combined growth.

### **ACADEMIC QUALIFICATION:**

- One Year Distance Post Graduate Program in Paint and Coating Technology from Institute of Cheminformatics Studies, ICIS - Noida 2018.
- M.Sc. Organic Chemistry from NIT WARANGAL in 2016 with 8.54 CGPA.
- B.Sc. (Hons) chemistry from DELHI UNIVERSITY in 2014 with 67.3%.
- Intermediate from CBSE Board in 2010 from NON-MEDICAL stream with 69.6%.
- High School from CBSE Board in 2008 with 75%.

### **EXPERIENCE:**

Working in ASIAN PAINTS Ltd. as a Production Officer from June 2016 to present.

### **JOB OBJECTIVE:**

Based on production plans received, planning and scheduling each production batch, and assisting Officers in follow-up for arranging, channeling resources and coordinating with various departments to ensure smooth flow of production. To monitor and control Asset Utilization, Manpower Efficiencies and Model Efficiencies.

### **JOB RESPONSIBIITY:**

- Deploy Operators in shift as per planning.

- Coordinate With Other Sections To Ensure The Maximum Out Put In Shift.
- Certification of each packing line with respect to safety requirements.
- Raise Breakdown Notifications In SAP.
- Update Environmental And Quality Records / Update Other Records / Update All Relevant Displays In Shift.
- Ensure proper machine and shop floor hygiene.
- Plan for availability of consumables, raise Requisition for Consumables From Stores  
Monitor The Stocks Levels In Section
- Carry Out all required Quality Checks before start of packing operation .Also ensure quality checks of finished goods at regular intervals in the shift.
- Carry out required transactions And Process Records in SAP.
- Carry out Stock Reconciliations on the Shop floor For Variance Control.
- Ensure Machine Availability For Preventive Maintenance / Calibration.
- Carry out WIP activities when ever told by superiors.
- Do online Cost Centre Postings of waste declared.
- Regular updation of HSPM Documentation.
- Co Ordinate with Other Departments / Sections For Common Support Areas.
- Ensure compliance Of Work Instructions / SOP's / Strict Adherence To 100% PPE's usage In Section.
- Ensure Implementation of Waste Minimization Action Plans on the Shop floor.
- Ensure Adherence To Documented Systems On The Shopfloor.
- Ensure compliance Of WIS Of ISO 9001 And 14001, Forward All Filled Up ERs And QRs For Signatures Of Authorized Personnel.

**COMPUTER SKILL:**

MS Office

Chem Draw 2D & 3D.

## **PERSONALITY TRAITS:**

- Sincere, Punctual, Co-operative and Versatile.
- High degree of confidence, positive attitude, good team spirit and hard working capability.
- Easily adaptable to changing work environment.

## **PERSONAL DETAILS:**

Father's Name	:	Mr. JOGINDER KUMAR
Date of Birth	:	23 <sup>rd</sup> JULY 1992
Gender	:	MALE
Marital Status	:	Unmarried
Nationality	:	Indian
Languages known	:	Hindi & English

## **Declaration**

I hereby declared that all the above details are true and correct to the best of my knowledge.

**Place:**

**(Amit Sharma)**