

# Sourav Maji

Production Executive

## Address

HOWRAH, West Bengal, 711312

## Phone

9046233933

## E-mail

sourav92maji@gmail.com



Production Executive skilled in optimizing processes, boosting output, and achieving demanding production targets in fast-paced environments. Familiar with analysing production data and using judgment and planning abilities to optimize operations. Successfully coordinates raw materials and finished goods. Skilled Production Worker offering 6 years of experience in warehouse and manufacturing environments. Focused on being always productive and self-motivation.

## Skills

- Experience in directing and supervising production personnel
- Possess technical knowledge and adapt at all phases of the manufacturing processes.
- Strong computer skills and knowledge of Microsoft Office applications, such as Power Point, Word, and Excel, SAP (Production Planning Module) Auto CAD.
- Ability to lead and drive continuous improvement.
- Strong Customer Service mindset
- Ability to understand cost containment and budgetary principles.

## Work History

### - Current Production

#### **Executive** Tremco CPG

India Pvt.Ltd, Alwar,  
Rajasthan

- Executing the production plan in **Admixture** Plant and ensure optimum utilization of plant capacity.
- Monitoring and maintaining products Quantity & Quality during all stages of manufacturing
- Supervision of high productivity such as product yields, first time pass, Batch cycle time, reduce Over time, proper way to operate equipment such as to reduce equipment down times and ensure preventive maintenance jobs done as per schedule.
- Receiving RM & PM from stores to the specified quantity
- Sharing knowledge on factory's HSE policy among the Employees and Workers
- Responsible for Quality of the products produced.
- Supervising and motivating a team of workers.

### 2018 - 2022

#### **Production Supervisor**

Tremco CPG (India) Pvt. Ltd,  
Chennai

- Weigh up and blend multi-component **Epoxy resin systems** and apply to various reinforcement products.
- Inspect, package, and label finished goods.
- Safely operate all product-specific manufacturing equipment, forklifts, and hand trucks in accordance with TCR policies and procedures.
- Input, record, and utilize critical manufacturing data using various custom software interfaces.
- Achieved on-time shipments goal by empowering employees to continued success.
- Accomplished targets and met demand by assessing equipment performance, reviewing materials supplies, and organizing manpower.
- Resolved issues quickly to maintain productivity goals.
- Trained staff of direct labour employees to perform assembly and manufacture of specified products.

### 2017 - 2018

#### **Supervisor Machine Maintenance**

Gee Limited

- Prepare weekly maintenance schedules and allocate work.
- Recruit, supervise and train maintenance technicians.
- Hire and supervise tradesmen during installations, repairs, or maintenance.
- Inspect and maintain building systems (heating, ventilation etc.)
- Contribute to the development of maintenance budget and ensure compliance.
- Monitor inventory of materials and equipment.

**2016 - 2017**

**Supervisor**

*Hazra Engineering Works,  
HOWRAH*

- Production Supervising.
- Supervision.
- Manpower Handling.
- Production Planning Control.
- Shop Floor.

## **Education Qualification**

**2010 - 2013**

**Graduation**

*University of Calcutta -  
Kolkata*

**2015 – 2016**

**Apprenticeship Training**

*Saha Institute of Nuclear Physics,  
Bidhan Nagar,  
Kolkata*

**2013 - 2014**

**Industrial Training**

*I.T.I. HOWRAH HOMES (N.C.V.T)*

**2007 - 2009**

**High School Diploma**

*Bagnan High School (W.B.C.H.S.E) -  
Howrah*

## **Software**

- **SAP (Production – PRD)**
  1. Create Process Order
  2. Output Controller
  3. Goods Movement
  4. Stock Overview
  5. Process Order
- **Auto CAD  
Advanced**
- **MS Office  
Advanced**

**Present Address:** Plot No.217 and 230-C,  
Shed No.4, Matasya Industrial Area  
Alwar, Rajasthan, 301030, India.

**Permanent Address:** Vill- Gunanandapur, P.O. - Antila, P.S.- Bagnan,  
Dist. - Howrah, West Bengal - 711312

**Date of Birth:** 22/02/1992

**Nationality:** Indian

**Religion:** Hindu

**Language:** English, Hindi, Bengali.

Date:

Place:

SIGNATURE