



# Ajay Kushawaha

**Passport:** N3963676 | **Work permit:** Indian | **Date of birth:** 27 Jul 1996 |

**Place of birth:** Deoria , utter Pradesh , India | **Phone number:** (+91) 9574217416 (Mobile) | **Email address:**

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## ● ABOUT ME

### I am Ajay Kushwaha

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

## ● WORK EXPERIENCE

APR 2017 – MAY 2023 Surat , India

### **MANUFACTURING SUPERVISOR** MITTAL POLYFILS PVT LTD

Production supervisors coordinate, plan and direct manufacturing and production processes. They are responsible for reviewing production schedules or orders as well as dealing with staff in these production areas.

- Unloading incoming shipments and verifying them against invoices.
- Storing goods in designated locations within the warehouse.
- Ensuring proper labeling and organization of inventory.

Picking, Packing, and Shipping:

- Fulfilling customer orders by locating and collecting the necessary items.
- Packing orders carefully to prevent damage during shipping.
- Preparing and loading goods onto trucks for dispatch.

Inventory Management: Maintaining accurate records of stock levels, Conducting inventory checks to ensure accuracy, and Identifying and reporting discrepancies or damages.

- Maintaining a clean and safe working environment by adhering to safety protocols.
- Assisting with other warehouse tasks as needed.

In essence, warehouse workers play a vital role in ensuring the smooth and efficient movement of goods from storage to the end customer.

**Business or Sector** Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

**Department** Textiles supervisor

MAY 2023 – FEB 2025 Surat , India

### **PRODUCTION ASSEMBLY SUPERVISOR** MITTAL FILAMENT PVT LTD

Industrial assembly supervisors are in charge of organizing, planning and coordinating assembly operations. They keep track of all the work activities and manage the process for efficient functioning in order to tackle problems such as production loss. They answer to the industrial production and the manufacturing manager.

- **Production Management:**
- Oversee and manage the assembly production line, ensuring that it meets production goals and targets.

Scheduling and Coordination:

Develop and implement work schedules, coordinate activities of assembly workers, and manage shifts.

- **Quality Control:**
- Conduct quality testing on completed assemblies to validate tolerances and product specifications, ensuring products meet quality standards.
- **Problem Solving:**
- Identify and resolve production problems, addressing any issues that arise during the assembly process.

- **Safety Management:**
- Ensure a safe work environment by enforcing safety regulations and protocols, and addressing any safety concerns.

## ● EDUCATION AND TRAINING

JUN 2009 – JUL 2012 Bhatpar Rani , Deoria, Uttar Pradesh , India  
**12TH** Baba Raghav das krishak intermediate college

Computer Proficiency:

A basic understanding of how computer hardware and software work, including operating systems (Windows, macOS, Linux) and common software like word processors, spreadsheets, and presentation tools.

Data Entry and Management:

Accurate and efficient typing, as well as the ability to organize and manage digital files and data.

Problem-Solving:

The ability to identify and resolve technical issues that may arise during computer operation.

Communication:

Effective communication with colleagues and clients, both verbally and in writing, to explain technical issues or provide assistance.

Attention to Detail:

The ability to carefully and accurately review and process information, ensuring the integrity of data.

Adaptability:

The ability to learn new software and technologies quickly and adapt to changing work environments.

Time Management:

The ability to prioritize tasks and manage time effectively to meet deadlines.

**Field of study** Advance diploma course accounting | **Final grade** A | **Level in EQF** EQF level 2 | **National classification** A |

**Type of credits** A | **Number of credits** 1 | **Valid until** 2025 | **Thesis** Computer database

## ● LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

|                | UNDERSTANDING |         | SPEAKING          |                    | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
|                | Listening     | Reading | Spoken production | Spoken interaction |         |
| <b>ENGLISH</b> | B1            | B1      | B1                | B2                 | A2      |

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● SKILLS

Google Docs | Proficiency of using computer and internet | Intalling/Configuring/Uninstalling computer software | Excellent command of Microsoft Office (Word, Excel, Outlook) | data processing and analysis software: imagej (advanced) | Data Collection, Data Entry, and data Analysis Softwares | High-volume data entry, Client data collecting, Data warehousing | Data Science | Data Collection, Data Processing, Data Analysis, Data Visualisation | administration of network operating systems | Updating computer database

### Administration

Outlook

### Computer operator

Microsoft Excel | Microsoft Word | Microsoft Office | Microsoft Powerpoint | Google Drive | Good listener and communicator | Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop)