

ER. RAJ KUMAR PRASAD YADAV

(HR & Procurement Manager.)

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Address : United Arab Emirates (SARJAH)



Objective

Looking to be acquainted with a good and well-establish organization that provides me with a challenging and environment than enabling me to improve my skills chosen field and contribute substantially to the growth organization as a team player. I keep flexibility to work in any aspect of my career. I have a proactive attitude and find positive ways to stimulate and engage with manpower & new environment.

Human Resources (HR) Manager job description

Human Resource Managers are professionals who plan for new staff, interview and hire them accordingly to cultivate a healthy work environment where everyone can thrive. They also consult executives on strategic decisions affecting all management levels to create sustainable change within their business or company.

Technical/Educational Details

Passing Year	Qualification	University	% Age Secured
2016	B.Tech (Mech.)	PTU Jalandhar	74
2012	12 th	BSEB Patna	63
2009	10 th	BSEB Patna	60

Past Working Details

- **R K G Technical Service Group of Company LLC Dubai.**

POST HELD: - HR & Procurement Manager.

Department: - HR & Operation Department

From Sep, 2021 to Nov, 2022

Current Working Details

➤ RUKN AL BARARY PLASTER & TILES CONT.

POST HELD: - HR & Procurement Manager.

Department: - HR & Operation Department

From Dec, 2022 to till date.

Responsibilities at Organization: -

- ◆ Recruit and hire new employees
- ◆ Manage training and development initiatives
- ◆ Keep track of employee performance
- ◆ Manage and improve communication
- ◆ Manage organizational and company culture
- ◆ Create a safe and inclusive work environment
- ◆ Oversee and manage benefits and compensation
- ◆ Handle conflicts, disciplinary actions, and terminations
- ◆ Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- ◆ Bridging management and employee relations by addressing demands, grievances or other issues
- ◆ Managing the recruitment and selection process
- ◆ Set objectives for the HR team and track progress
- ◆ Monitor internal HR systems and databases
- ◆ Review and approve or modify budgets
- ◆ Design and implement company policies
- ◆ Monitor key HR metrics
- ◆ Act as a consultant to managers and staff regarding policies and procedures
- ◆ Create detailed reports on HR costs
- ◆ Recommend new software to address personnel needs, like performance review tools
- ◆ Address employees' queries (e.g. on compensation and labour regulations)

Work Experience

➤ **TECHNOMECH ROLL MANUFACTURING CO. PVT. LTD.**

Technomech roll manufacturing co. Pvt. Ltd., Ahmadabad, Gujarat, An ISO 9001:2008 certified printing roll manufacturers company and exporters of best roll manufactured in India. He makes m.s roll, copper roll, proofing roll etc.

POST HELD: - Production Engineer & Quality Engineer.

From March 20, 2018 to June 25, 2021 – 3 YEARS

➤ **Satyam Auto Components Pvt. Ltd. Ludhiana Punjab**

POST HELD: - Graduate Engineering Training (GET) Production Engineer & Quality Engineer.

From February 01, 2016 to February 01, 2018 – 2 YEARS

Responsibilities at Organization: -

- ❖ Daily monitoring of production target as per customer requirements with specific product.
- ❖ Daily line rejection analysis and applying the counter measures to the problem.
- ❖ Responsible for weekly & monthly report which include PPM Status, No. Of Kaizens & action plan for quality improvement.
- ❖ Arrange for material relevant to production planned with purchase team.
- ❖ Integration of new Project, to support new tractor programmes to achieve the ERP (Enterprise resource planning) timelines.
- ❖ Responsible for production planning & control.
- ❖ To release Engineering change implementation.
- ❖ PFMEA's (Process Failure Mode Effects and Analysis).
- ❖ Focus on continual Improvement.
- ❖ Modification of Tractor parts, Tools or Production requirement.
- ❖ Study & Perform the new technics related Procedures.
- ❖ Responsible for all ERP system of Production Department.
- ❖ Responsible for process, Product & internal Audit.
- ❖ Maintaining the Documentation ISO, and other production related documents.
- ❖ Manpower handling (Team Strength: above 50)
- ❖ Focus for reduce human error (Pokka-yoke).
- ❖ Attend Daily Morning Meeting with all production Member & Discuss about Daily Issue.
- ❖ Line balancing & material handling.
- ❖ Line sub-assembly jig & tools backup, new improvement.
- ❖ 5S Management.

Software Proficiency

Software known - ERP, AutoCAD

Office suite -MS-office, MS Word, MS Excel

Training and Workshops Undergone

Stell Max Rolling Mills, Kerla

- ❖ Organization - Stell max rolling mills kerla
- ❖ Duration. - 6 months
- ❖ Knowledge. - Learns various type of machine knowledge as a cnc lathe boiler

On Job Training

- ❖ 5S Implementation, management & kaizen.
- ❖ ERP software management system.
- ❖ 7 QC tools.

Personal Skills & Capabilities

- ◆ Adjustable in nature & flexible working attitude.
- ◆ Excellent Communication skill.
- ◆ Quick to grasp new ideas, concepts & creative solution to problems
- ◆ Positive attitude, adventures, self-confidence and enjoys working in a team.
- ◆ I'm a quick learner, adoptable and hard working.
- ◆ Creative and logical.
- ◆ Good Listener and Problem solving ability.
- ◆ Accept Responsibility.
- ◆ Always ready to learn new things.
- ◆ Dependable & Positive attitude.
- ◆ Self-motivated & Team-oriented.
- ◆ Effective communicators, Flexible & Confident.

Hobbies

- ❖ I'm interested in having fun with my friends.
- ❖ I like to travel outside Because I just passion about exploring new culture.
- ❖ I look for more informational things online to keep myself updated.
- ❖ I like cooking.
- ❖ We are care about nature & the environment so I like Gardening.

Languages Known

- ♦ English
- ♦ Hindi
- ♦ PUNJABI
- ♦ GUJRATI

Passport Detail

Passport No. : P8561361
Issue Date : 27-03-2017
Expiry Date : 26-03-2027

Personal Information

Date of Birth : 04-08-1994
Citizenship : Indian
Gender : Male
Religion : Hindu
Marital Status : Single

Permanent Address - Vill- Harajpur, P.O-Laxmipur, P.S-Motihari, Dist- East champaran
State- Bihar, Pin- 845401

Declaration

I hereby declare that the above particular stated by me herein are true to the best of my knowledge and belief.

ER.RAJ KUMAR