

**RAJ KUMAR**

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**HR & Procurement Manager****Objective**

Looking to be acquainted with a good and well-established organization that provides me with a challenging 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.

**Skills**

Time Management | Leadership | Budgeting | Technical Writing | Verbal Communication | Collaboration | Hands-On Experience | Prototyping | Maintenance and Troubleshooting | Problem-Solving | Critical Thinking | Attention to Detail

**Work Experience**

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**Rukn Al Barary Plaster & Tiles Cont. • HR & Procurement Manager • (12/2022 – Present)**

- Recruit and hire new employees
- Manage training and development initiatives
- Manage and improve communication
- Manage organizational and company culture
- Create a safe and inclusive work environment
- Oversee and manage benefits and compensation
- Managing the recruitment and selection process
- Managing the worker salary sheet and timesheet clearance
- Managing outsourcing and insourcing workers

**RKG Technical Service Group of Company LLC Dubai • HR & Procurement Manager • (09/2021 to 11/2022)**

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- Manage training and development initiatives
- Manage and improve communication
- Manage organizational and company culture
- Create a safe and inclusive work environment
- Oversee and manage benefits and compensation
- Managing the recruitment and selection process
- Managing the worker salary sheet and timesheet clearance.
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**Technomec Roll Manufacturing Co Pvt Ltd • Production & Quality Eng. • (03/2018 – 06/2021)**

- 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.
- Responsible for production planning & control.
- Modification of Tractor parts, Tools or Production requirement.
- Study & Perform the new techniques related Procedures.
- Manpower handling (Team Strength: above 100)
- Focus for reduce human error (Pokka-yoke).
- Attend Daily Morning Meeting with all production Member & Discuss about Daily Issue.
- Line balancing & material handling.
- 5S Management.

**Satyam Auto Components Pvt. Ltd, • Production & Quality Eng (GET) • (02/2016 - to 02/2018)**

- 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.
- Responsible for production planning & control.
- Modification of Tractor parts, Tools or Production requirement.
- Study & Perform the new technics related Procedures.
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- Attend Daily Morning Meeting with all production Member & Discuss about Daily Issue.
- Line balancing & material handling.
- 5S Management.

**EDUCATION AND CERTIFICATIONS**

Punjab Technical University Jalandhar • **B-Tech (Mechanical)**  
(2016)

**TECHNICAL PREVIEW**

- AutoCAD
- MS-office, MS Word, MS Excel
- Computer-Aided Design (CAD):
- Mathematics:
- Thermodynamics:
- Fluid Mechanics:
- Material Science:
- Finite Element Analysis (FEA):
- Manufacturing Processes:
- Control Systems:
- Mechanics:

**Training and Workshops Undergone**

- 6 months industrial training from Stell Max Rolling Mills, Kerla