

RAJKANNA THANGAPPANDIJAN

MECHANICAL ENGINEER – VISIT VISA

(Ready to Join Immediately)
Dubai

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CAREER OBJECTIVE:

A career that utilizing strong organizational skills and discretion, I aim to optimize productivity and contribute to the success of the executive team. To support senior executives with administrative tasks, streamline workflow, and ensure smooth operations.

EXPERIENCE:

Personal Executive – 4 Years

Sree Rajkondal Exports Enterprises, Coimbatore, INDIA – Sep'2020 to Feb' 2024

Roles and Responsibilities:

- **Administrative Support:** Managing calendars, scheduling appointments, organizing meetings, and handling correspondence such as emails and phone calls.
- **Travel Planning:** Arranging travel itineraries, booking flights, hotels, transportation, and preparing travel documents.
- **Document Management:** Handling paperwork, drafting documents, preparing presentations, and organizing files.
- **Communication Liaison:** Serving as a point of contact between the executive and other staff members, clients, and external stakeholders.
- **Information Management:** Conducting research, gathering data, and preparing reports or summaries for the executive's review.
- **Task Coordination:** Tracking tasks and projects, following up on deadlines, and ensuring that deliverables are completed on time.
- **Expense Management:** Managing expense reports, tracking spending, and processing reimbursements.
- **Confidentiality:** Maintaining confidentiality and handling sensitive information with discretion.
- **Event Planning:** Assisting with the planning and coordination of events, conferences, and special projects.

- **Personal Support:** Providing personal assistance such as errands, coordinating household services, and managing personal appointments.
- **Technology Support:** Assisting with basic technical tasks such as troubleshooting computer issues, managing software applications, and setting up conference calls or virtual meetings.
- **Prioritization and Time Management:** Helping the executive prioritize tasks and manage their time effectively, ensuring that critical deadlines are met.

Quality Engineer – 2 Years

Incise Rotomatic, Chennai, INDIA – March' 2018 – May' 2020

Roles and Responsibilities:

- **Quality Assurance (QA) Planning:** Developing and implementing quality assurance plans, strategies, and procedures to ensure product quality throughout the production process.
- **Quality Control (QC):** Performing inspections, tests, and evaluations to identify defects, non-conformities, or areas for improvement in products or processes.
- **Quality Management System (QMS) Implementation:** Establishing and maintaining a QMS to meet industry standards and regulatory requirements, such as ISO 9001.
- **Process Improvement:** Identifying opportunities for process optimization and efficiency enhancement to improve product quality and reduce defects.
- **Root Cause Analysis:** Investigating quality issues, analyzing root causes, and implementing corrective and preventive actions (CAPAs) to address underlying problems.
- **Supplier Quality Management:** Evaluating and monitoring the quality performance of suppliers, conducting supplier audits, and collaborating with suppliers to improve quality standards.
- **Statistical Analysis:** Using statistical tools and techniques such as Six Sigma, SPC (Statistical Process Control), and FMEA (Failure Mode and Effects Analysis) to analyze data and drive quality improvements.
- **Documentation and Reporting:** Maintaining accurate records of quality inspections, test results, and corrective actions, and preparing reports for management review.
- **Training and Education:** Providing training and guidance to employees on quality standards, procedures, and best practices to ensure compliance and promote a culture of quality.

- **Customer Feedback and Complaint Handling:** Monitoring customer feedback, addressing customer complaints related to quality issues, and implementing corrective actions to prevent recurrence.
- **Regulatory Compliance:** Ensuring compliance with relevant industry regulations, standards, and legal requirements, such as FDA regulations for medical devices or automotive quality standards like IATF 16949.
- **Continuous Improvement:** Participating in continuous improvement initiatives such as Kaizen events, Lean manufacturing projects, or quality circles to drive ongoing quality enhancements.

EDUCATION

BE Mechanical (2012 - 2016)

7.3_CGPA

Sathyabama Engineering college

Chennai

BA_English (2016 - 2018)

7.7_CGPA

Madurai Kamaraj University

Madurai

MBA - Operations (2021 -2023)

7.7_CGPA

Madurai Kamaraj University

Madurai

AWARDS

- Internal auditor at IATF2016
- Emerging star at Maruti sales contest.

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Knowledge of internet operations and email
- Excellent verbal and written communication skills
- Able to perform as a good team player

PERSONAL DETAILS

- Nationality : Indian
- Date of birth : 25_May_1995
- Gender : Male
- Marital : Married
- Languages : English, Tamil
- VISA : Visit Visa (valid till 28-Jun-2024)
- Passport Identity : U3616333

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

A handwritten signature in black ink, appearing to read 'Rajkanna Thangappandirajan', written in a cursive style.

(RAJKANNA THANGAPPANDIRAJAN)