

CURRICULUM VITAE

VEL MURUGAN B

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OBJECTIVE

Seeking a position to utilize my skills and abilities in a rapidly expanding organization that offers Professional growth while being resourceful, innovative and flexible.

To seek a challenging position with a quality-oriented organization where I can utilize my skills developed through educational background & my past experiences in various fields in Middle East -Dubai and India as well.

Academic:

- Bachelor of Computer Science.
- Diploma in Computer Application from Creative Computer Services.
- Tally ERP.9 Business Accounting & Inventory Management Software
- NFPC – Health & Safety Induction Training Covering Certificate (In Oasis Water Factory- Dubai.)
- Proficient with MS Office

Work Experiences:

Production Team Leader | NFPC UAE 2019– Present

Oversaw production line operations. Monitored and evaluated performance, productivity, and quality to identify and resolve production challenges. Lead team of 15 assembly-line workers. Managed payroll, schedules, discipline, and mentoring.

- Maintained and developed a safe working environment by conducting shift audits and correcting issues immediately.
- Controlled and monitored production activities and schedules; completed daily/monthly production reports.
- Interpreted blueprints and technical manuals; relayed information regarding company policies to associates.
- Evaluated, adjusted, and forecasted supplies, components, and labor needs based on the customer production calendar.

1. Job Description : Machine Operator -Blow Mould From April 2015 to 2018.

Company : Oasis Pure Drinking Water Factory Co. L.L.C. (N.F.P.C). Dubai
Position : Blow Mould Machine Operator
Responsible for : Blow Mould operator of 4 & 5 Gallon Blowing Machine...

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- This machine is used in the manufacturing of pet bottles. The operator has to manually do the following and Load the Preforms in the machine.
- Stack the bottles in paper cartons.
- I could have maintained every week.

2. Job Description: Data Entry Operator 2012 to 2014.

Company : RDC CONCRETE(INDIA)PVT.LTD. CHENNAI, Tamil Nadu, India

Position : Store Keeper/Data Entry Clerk

Responsible for:

- Edited, processed data entry and distribution of raw source documents.
- Collected, assorted and verified accuracy of data provided.
- Filled machine with input and output media as required
- Audited input and output data for accuracy and recommended corrective action
- Ensured entered data accuracy by comparing with basis documents and identified errors

3. Job Description: Cashier 2010 To 2012

Company : Vasantha Bhavan Chennai, Tamil Nadu, India

Position : Supervisor Cum Cashier

Responsible for:- : Check the bill amount and collect correctly
: Opening balance Closing balance maintain correctly.
: Cash report and sales amount surrender to Owner daily.

4. Job Description : Machine Operator 2006 To 2010

Company : Oasis Pure Drinking Water Factory Co. L.L.C. (N.F.P.C).Dubai

Position : Machine Operator

Responsible for : Production of Cup filling full operation.
Full Operating the Palletizer Machine in PET production line.
Filling operator of 1 Gallon Filling Machine...

Blowing Machine Operator

- This machine is used in the manufacturing of plastic can and bottles. The operator has to manually do the following and Load the Plastic in the machine.
- Manually cut the flash from the handle, rear end top.
- Stack the cans or bottles in paper cartons.
- I could have maintained every week.

5. Job Description: Storekeeper 2002 to 2005.

Company : PEPSI INDIA Co. Ltd. Madurai, Tamil Nadu, India

Position : Store Keeper

Responsible for: -

- Logistic Coordinating for stock transfer location and proper monitoring of trailer movement daily through corporate online.
- Produce report for specific transactions done per day.

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- Preparing a logistic plan schedule from Department Manager's instructions

Personal information:

Gender	: Male
Date of birth	: 03-06-1981
Nationality	: Indian
Passport Number	: M4258314
Expiry Date	: December-2024
Marital Status	: Married
Languages	: English, Hindi, Malayalam & Tamil.

Declaration:

All the details given are true and contain proofs for those details. All testimonials will be presented at the time of personal interview. It would be a pleasure for me to work with this organization at any post suitable for me according to my qualifications, qualities and skills and be a part of this organization. Hope to receive a positive reply from you.

Vel murugan. B.