

Dharmendra Yadav

Add.-335 Shatabdi Nagar Partapur

Meerut, U.P, 250103

+91-7906374051

dharmakumar097@gmail.com

MIS Executive cum Production Supervisor 3+ years of experience in interpreting and analyzing data for driving business solutions, proficient knowledge in statistics, mathematics and analytics. Excellent understanding of business operations and analytics tools for effective analyses of data.

PROFESSIONAL-EXPERIENCE:-

T.B. TYRE INDUSTRIES PVT. LTD., MEERUT

MIS Executive cum Production Supervisor, November 2013 – Present

- Implementing quality standard & structural processes / internal control plans for manufacturing operations of equipment.
- Maintain Execute Dispatch & packing details.
- Manage the planning and development of design and procedures for metrics reports.
- Attain a sustained improvement of 25% in productivity over the last year.
- Monitoring quality systems & compliance present standards: troubleshooting and maintaining.
- Requisite documents to ensure complete in-process quality & improvement in-process capabilities.
- Identified managed and monitored installation and upgrade of hardware and software.
- Prepared managed and distributed documentation of security procedures and suggestions for upgrades and improvements
- Maintained backup systems to prevent data loss and speed up data access.
- Managed all data of all running client site.
- Spearheading entire gamut of production & planning based operations inclusive of:
 - Looking the after behind controls line performance
 - Periodic validation of special cases
 - Monitoring productivity chart
 - Daily hourly production monitoring reports

KWALITY FOOD PRODUTS LTD. MEERUT

Office Assistant cum Production In-charge, August 2010 – October 2013

- Develop and execute production schedules based on business demands.
- Manage activities related to strategic purchasing to minimize operating expenses
- Control inventory and raw material handling
- Compile data on overall manufacturing costs
- Maintain Execute Dispatch & packing details.
- Proposed solutions to improve system efficiencies and reduce total expenses.

DSI SOFTWARE PVT. LTD. NOIDA

Computer Operator, July 2009 – August 2010

- All the data entries completed of the organization.
- All kind of official information to be provided in the form of customize report to the upper management level within the organizations
- To maintain data as per requirement of management authority by use of various aspects like graphics, used Microsoft Excel to create pivot tables, used vlookup, and other Excel functions

EDUCATION-CREDENTIALS

2014 Diploma in Computer Hardware (6 Months) D.N Polytechnic, Meerut

2009 B.C.A from C.C.S University Meerut

2006 12th from Kisan Inter College, Mohiuddinpur Meerut, UP Board

2004 10th from JM Pub. Higher Secondary School, Meerut, UP Board

ADDITIONAL-SKILLS

- Advanced Microsoft Excel (Pivot Tables, V-lookup, H-lookup, Sum if & S, Count if& S, IF Conditional Formatting, Concatenate, Left, Right, Max, Min, Average and other etc).
- Strong analytical and quantitative skills
- E-Services:- Internet, E-mails & Payment
- Office Suit:- MS-Office, Hardware & Software installation, Photoshop etc

EXTRA-CURRICULAR-ACTIVIES

- Participated in many Blood Donation Camps & Personally Donate for Others.
- Participated in various curricular actives as a volunteer or team leader (Annual function, Dewali Fest etc) at College & School level
- Member of the college cricket team

PERSONAL-DETAILS

Name	:	Dharmendra Yadav
Father's Name	:	Sh. Ram Bhajan Yadav
Permanent Address	:	Vill-Belva Babu, Teh.-Hata, Distt-Kushinagar.
Date of Birth	:	10th June 1990
Gender	:	Male
Marital Status	:	Unmarried
Languages Known	:	English & Hindi

DECLARTION

I hereby declare that the information furnished above, is true to the best of my knowledge and I look forward to hearing from you.

Place :

Signature

Date :

Dharmendra Yadav