

Sulekha

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Sonipat, Haryana, India

Professional Summary:-

Seeking a challenging position to utilize my skills and capabilities in a competitive environment that offers a professional growth and enhance my knowledge and skills by learning with new tools and technique while being resourceful, innovative and flexible.

Work History:-

Global Logic Pvt. Ltd, Gurugram – Analyst

Aug, 2021 – Sep 2023

- Collect Data From Different sources, including databases, spreadsheets and external sources.
- Perform exploratory data analysis to identify patterns and trends.
- Create visualisation and dashboard to present data insights.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.

Tabsons – Media Logger

Gurgaon, India

12/2018 - 05/2020

- Tracked quality issues with external customers, suppliers and internal plant operations.
- Reported production malfunctions to managers and production supervisors.
- Adhered to social distancing protocols and wore mask or face shield at all times.

- Ensure efficiency in monitoring the media audio and video.
- Responsible for collecting and entering data in databases and maintaining accurate records of valuable company information.
- A QC Executive's responsibility is to view all the videos and record all the key themes, key frames and find out the content (program, commercial and promos).
- Ensure efficiency in monitoring the media audio and video.

**Minda Vast Access System Pvt. Ltd - Production supervisor
Gurgaon, India**

09/2017-06/2018

- Prepared, calibrated and monitored production machinery to maintain optimal production levels and consistently achieve daily targets.
- Conducted routine inspections of incoming materials to check quality and compliance with established product specifications.
- Preparing OJT, MIS sheet, KOSU Sheet, Check sheets & works instruction for productivity.

**Fiem Industries Pvt. Ltd. - Production Supervisor
Rajasthan, India**

05/2015-08/2017

- Managing the production team and attaining the monthly production targets by assigning targets and tracking progress against targets by analyzing daily reports.
- Acted as an active member of Lean & process improvement and initiated as well as enhanced Live Kaizen Events on the shop floor and office areas.
- Set and revised production schedules to meet changing demands.

Skills:-

- Microsoft Excel.
- MS Office.
- Knowledge of ERP
- Critical thinking and problem solving.

- Teamwork and collaboration.
- Ability to work under pressure.

Education:-

- B.tech passed in Electronics and Communication With 58% marks from Delhi Institute of Technology And Management Sonipat.
- Diploma in Instrumentation and Control With 64.3% marks from Government Polytechnic Sonipat.
- 12th with 77.6% marks from S. D. M. V. Peeth Sr. Sec. School.
- 10th with 61.1% marks from S. D. M. V. Peeth Sr. Sec . School.