


ARJUN MATHIYALAGAN

PRODUCTION CO-ORDINATOR

 DIP1, DUBAI, United Arab Emirates

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 arjunarul143@gmail.com



+ LINKS

LinkedIn

<https://bit.ly/ARJUN7>

+ DRIVING LICENSE

Driving license category

LIGHT VECHILE LICENSE #03

UNITED ARAB EMIRATES

+ TECHNICAL SKILLS

- INFOR LN
- NC EXPRESS
- MICROSOFT OFFICE TOOLS

+ EDUCATION

- Dhanalakshmi Srinivasan Engineering College
Tamil Nadu
2018
BE MECHANICAL ENGINEER

+ ABOUT ME

Experienced Production Coordinator with over 5+ years in the generator manufacturing industry. Skilled in managing process control, developing production schedules, and ensuring seamless collaboration between departments to meet customer demand. Proven ability in problem-solving, root cause analysis, and handling Non-Conformance Reports (NCR) to maintain high quality and safety standards. Adept at streamlining processes to enhance production efficiency and reliability.

+ WORK EXPERIENCE

- BAHMANI MANUFACTURING AND INDUSTRIAL TECHNOLOGY DUBAI
AUG 2018 - PRESENT
PRODUCTION CO-ORDINATOR
 - Develop, maintain, and oversee detailed production schedules, ensuring all phases of the production process are completed on time.
 - Organize and schedule meetings, rehearsals, fittings, and other production-related activities, ensuring that all participants are informed and prepared.
 - Coordinated the procurement and management of key materials such as engines, alternators, controllers, and various electrical items to ensure timely and efficient production processes.
 - Developed and maintained production schedules to meet customer demand, ensuring that all production targets were achieved within set deadlines.
 - Worked closely with the sales and manufacturing departments to align production plans with sales forecasts, ensuring seamless fulfilment of orders without delays or failures.
 - Facilitated clear communication and collaboration between departments, resolving any issues that arose and maintaining a smooth production workflow.
 - Monitored inventory levels and initiated orders for materials as needed, preventing shortages and ensuring uninterrupted production.
 - Managed documentation and records related to production schedules, material usage, and inventory, maintaining accuracy and organization.
 - Conducted regular meetings with team members and stakeholders to review production progress and implement solutions for improvement.

+ LANGUAGES

ENGLISH

HINDI

TAMIL

MALAYALAM

TELUGU

+ PERSONAL DETAILS

Date of birth

05 Dec 1996

Nationality

INDIA

Visa status

EMPLOYEMENT

Marital status

SINGLE

- Ensured compliance with industry standards and company policies, maintaining a high level of quality and safety throughout the production process.
- Led problem-solving initiatives to address production issues, utilizing root cause analysis to identify underlying problems and implement effective solutions.
- Dealt with Non-Conformance Reports (NCR), investigating deviations from production standards, and implementing corrective actions to prevent recurrence.

+ SKILLS

Material Coordination

Inventory Management

Problem Solving & Root Cause
Analysis

Documentation & Records
Management

Communication Skills

Team Leadership