

# CURRICULUM VITAE

## MILAN. H. RANA

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### ●Production Management ● Quality Management ● Operations Management

Flexible and participative leader with 11+ years of Experience.

**Experience In the field of Industries Such As:** 1) Pharmaceutical Dry Powder Injection Manufacturing

2) Food Manufacturing 3) Color Tinting Machines Manufacturing, 4) Garment & Textile 5) Electrical Switchgears Plastic Product

6) Electronics Parts Assembly Industries 7) Heaters manufacturing.

### Areas of expertise include:

- Production Management ●Operation Management ●Production Planning ●Workflow and process Optimization & Trouble Shooting
- Quality Standard and compliance ●Process Equipment ●Testing technique and Methodologies ●lean /5S/ Six Sigma ●Root Cause Analysis
- Resource Management ●Time Study and Capacity Calculations ●KPI Analysis ●Calculate of OEE (Overall Equipment Effectiveness)

## PROFESSIONAL EXPERIENCE

**Name of organization:** EXCEL HEATERS (DAMAN) Sep 11-2021 to Till Date

**Company Profile:** Excel Heaters is one of the leading manufacturers & exporters of Industrial Heaters in India. EXCEL Heaters has established a well-known and prominent position in the domestic and international market for quality work, durability and good customer service. **Design, manufacture and export** all kinds of Industrial Heaters to more than 45 countries across the globe. Have successfully supplied heaters for more than 1,25,000 machines for Plastic & Rubber Industries like Injection & Blow Molding Machines, different types of Extruder machines and for many more heater applications and the number is increasing rapidly. Furthermore, complete product range is covered under the **internationally approved CE Marking (CE Certification)** and we are also **ISO 9001: 2008 Certified Company**.

**Designation:** PLANT HEAD(Production Manager)

**Responsibilities:** Operations of Entire Plant Daily activity reporting to Director's.

- Responsible for the daily manufacturing operations of multiple Value Streams as measured by meeting **Satirical Quaint Dignified Polite** targets.

- Implements the overall industrial structure (organization, staff and skills, investments, teaming, partnering, etc.) covering all fields of the SIX industrial requirements, defined by the Operations Director and proposes improvement actions plan accordingly.

- Always full fill the communication gap's and minimize the down time in production line and work smoothly.

- Optimises the WIP (Work In Progress), inventories and lead-time of the entity through improvement and reduction actions whilst meeting customer requirements.

- Ability to apply sound business principles of logical or scientific thinking to a wide range of operational and strategic challenges and problems in difficult and deadline driven situations. Identify key issues, gather, analyze and synthesize data to support hypotheses and develop actionable recommendations.

- As per standard shift hours and manpower of production efficiency will calculate and give Every Day target to hit actual production finish on time.

- Measures all steps and cycles will be calculated with stopwatch to complete one cycle in how many seconds and measure which area should be deployed manpower to increased the production.

- Store follow up daily all inventory as per BOM and locate the production specific fixed area as per date. so production can take easily all inventory in line.

- Manages policy deployment in the areas of Lean Manufacturing techniques, quality, cost reduction, complete and on-time delivery, safety, customer satisfaction, employee relations, visual controls and plant performance measures.

- Establish, maintain, and monitors processes and procedures ensuring high quality of the area product/service, efficient operation. Upholds compliance with ISO 9001 requirements, EHS, and corporate policies.

- Actively participates in 6 Sigma and Lean Manufacturing Quality systems in order to improve the Manufacturing process.

Recommends purchase of all capital equipment and plant expansion. Prepares and/or maintains various reports, records and/or logs.

- Considerable knowledge of: store keeping and inventory control practices for a wide variety of parts, supplies, and equipment in sheltered and unsheltered environments; computerized inventory records management procedures.

- Responsible for tooling and equipment storage, handling, control, logistics and calibration at his stations.

- Ability to interface with support groups outside of Manufacturing for preparation of required paperwork, resolution of discrepancies/material shortages/ rejected material.

- Responsible for facilitating efficient operation, including direct management and control over manufacturing, production, equipment maintenance

**Name of organization:** INJECT CARE PARENTERALS PVT.LTD (PHARMA)(VAPI) JULY 06-2020 to Sep 08-2021

**Company Profile:** Since inception, Inject Care Parenterals Pvt, Ltd has been one of the top manufacturing organizations in India servicing reputed companies in the field of dry powder  $\beta$ -lactum & Cephalosporin Injectables. Manufacturing facility, located in Vapi (Gujarat), India is built and planned as per international norms. Apart from setting high levels of internal standards, Inject Care is WHO Certified and abides to their guidelines. With quality as our foundation, today we meet or exceed current Good Manufacturing Practices (CGMP) norms.

**Designation: OPERATION MANAGER**

**Responsibilities:** Operations of Entire Plant Daily activity reporting to Director's.

- Responsible for managing the operation function concurrent with business growth, introduction of new operational systems, changes to systems and components, meeting subsidiary financial objectives, ensuring safety or operations and employees, on-time production and quality of output.

- Advanced knowledge and deployment of Operational Excellence techniques and methods, including Kaizen, Lean Manufacturing, 6S, TPM, OEE and other modern manufacturing techniques, to drive cultural change of the organization and encourage employee engagement. Strong knowledge and experience from TPM is a strong advantage.

- As per the Standard Operation of OEE (Overall Equipment Effectiveness) Formula to Calculate the Mass Production. Daily Weekly And Monthly activity with Following Graph In Excel And PPT etc....

- Ability to apply sound business principles of logical or scientific thinking to a wide range of operational and strategic challenges and problems in difficult and deadline driven situations. Identify key issues, gather, analyze and synthesize data to support hypotheses and develop actionable recommendations.
- Recruits, trains, develops, rewards and recognizes personnel to achieve targeted strategies and goals. Creates the appropriate organization structure to reflect and achieve current/planned goals and objectives.
- Responsible for achievement of daily production requirements for all customers. Responsible for continuous improvement initiatives.
- Manage the operation utilizing LEAN /Six Sigma principles. Daily Management tools and Continuous Improvement techniques.
- Teach and lead improvements resulting in a Gemba and visual workplace daily management environment.
- Work with manufacturing department managers and team members to define the implementation strategies for continuous improvement across the organization.
- Establishes and monitors department operating budget; analyzes manufacturing costs and material usage reports; develops labor models; identifies and implements improvements to positively affect profitability.

### **Production**

- Daily reporting of Plan Production Target & Achieved Production to Director. Improve operational and production efficiency with Proper System And Better processes. Increase production in a factory environment with New Technology and Standards.
- Line Balancing Layout design of man power allocation in production line setup to increased Production efficiency with minimum man power and maximum Production on line and work steam flow.
- Manage the production resources(manpower, machine and materials) to the optimum level of productivity and efficiency.
- Optimises the WIP (Work In Progress), inventories and lead-time of the entity through improvement and reduction actions whilst meeting customer requirements. Use SAP/ERP and other software tools daily.
- Always full fill the communication gap's and minimize the down time in production line and work smoothly.
- Production planning details share to stores and verify to check all types inventory should be available for Next week of production plan as per BOM.
- Store follow up daily all inventory as per BOM and locate the production specific fixed area as per date. so production can take easily all inventory in line.
- To hit Target Monitoring Every hours of actual production reports update in one format and trace .incase any type downtime is their to share the next day of downtime management meeting to solve permanently and line work in steam flow and increased production.
- Measures all steps and cycles will be calculated with stopwatch to complete one cycle in how many seconds and measure which area should be deployed manpower to increased the production.

### **Production Planning Control**

- Demand in market & sales to check the minimum stock level. then process for sales entry.
- Then check the material availability in system software and confirm from the store of material availability of raw material and packing material. if there is shortage then confirm with procurement & purchase to follow shortage material.
- Then take plan in manufacturing & packing. once complete then goes to sterility area. then we process to release material. then transfer to FG store once documents process will complete then ready for FG Dispatch.

### **Quality**

- Manages policy deployment in the areas of Lean Manufacturing techniques, quality, cost reduction, complete and on-time delivery, safety, customer satisfaction, employee relations, visual controls and plant performance measures.
- Directs, guides, monitors, and evaluates personnel to accomplish specific production and supply chain goals consistent with established operational,(SS),and safety procedures and processes. Engage in problem solving in complex situations and process improvements in streamlining work processes.
- Establish, maintain, and monitors processes and procedures ensuring high quality of the area product/service, efficient operation. Upholds compliance with ISO 9001 requirements, EHS, and corporate policies.
- Assures the product of service of the assigned area meets all applicable quality requirements(i.e. engineering, project specific, product and industry standards).
- Monitoring every weekly 5's audit by all area of zone leaders and to giving score to all department. highest scorer will rewards in month.

### **New product developments**

- Request for dossier from clients as per their requirements. Confirm the order from the client requirements.
- Design the art work as per client requirements and submit to client finalized the product approval.
- Then request for product permissions and product specification as per the master packing documents. to give the product details to quality approvals. Once approvals confirm from the quality then request given to purchase procure the material requirements of new order.
- What ever new order we give Standard time for 45 days to client to dispatches their order.
- And regular product of clients order gives 30 days of time period to dispatch.

### **Purchase**

- Establishes and monitors department operating budget; analyzes manufacturing costs and material usage reports; develops labor models; identifies and implements improvements to positively affect profitability. Recommends purchase of all capital equipment and plant expansion. Prepares and/or maintains various reports, records and/or logs (e.g., budget ,production, environmental, safety, etc.)
- Excellent interpersonal skills with the ability to develop good working relationships with colleagues and Suppliers alike.
- Discuss defects or unacceptable goods, services, deliveries, quality or performances with vendors, stakeholders and supervisor.

### **Store & Dispatch**

- Control and secure inventory including safety equipment and tooling. Arrange all production materials in an orderly manner in a clean environment. Responsible for tooling and equipment storage, handling, control, logistics and calibration at his stations.
- Ability to: plan, assign, supervise and coordinate functions and activities for storage of supplies and materials used in diverse operations; maintain computerized records of materials and supplies received and disbursed; identify and locate normal and unique stock items through vendors, manuals and supply catalogs, establish and maintain effective working relationships with supervisory and trades employees, and directly with suppliers and manufacturers when parts, materials and equipment are required on short notice; identify user needs and operating requirements for various operating or maintenance functions; analyze data, develop and direct preparation of reports.

- Document all calls in log book (date, time, location, number of people in party, and destination). The Lead Dispatcher will be responsible for the scheduling, interviewing, and training of call takers.
- Ability to interface with support groups outside of Manufacturing for preparation of required paperwork, resolution of discrepancies/material shortages/ rejected material.
- Ability to interface with Manufacturing supervisory personnel regarding Manufacturing performance and deliveries in accordance with Manufacturing schedules and cost efficiencies.

#### **Maintenance**

- Contributes to the effective deployment, maintenance and improvement of industrial tools and processes (ERP - Enterprise Resource Planning, CAD-CAM ...) and guarantees the maintenance. Maintain store in with all spares back up.
- Responsible for facilitating efficient operation, including direct management and control over manufacturing, production, equipment maintenance and engineering support. All department of down time data will notes in sheets and review with management to solve immediately.

#### **Achieved Goals: Rewards Certificate By Employee of Months Nov-2020**

**Projects To Developed:** Improvements & Implements with Innovates Idea And Skills to change some Mechanicals parts and Lakh's of Rupees Company Cost Saving & After Joining In 3 Months I have Implement System in Production and Communication Gap Fill By Employees of Production Increased With Out OT & Night. Production Line Will Synchronize And Steam Work Flow...

#### **Name of organization: NAVJYOT INTERNATIONAL TRADING PVT.LTD(Daman) JAN 20-2020 to FEB 23-2020**

##### **Company Profile:** (Due to Covid-19 Company Close)

Navjyot International Company is an Indian Based Food Manufacturing Company to Producing Soya Oil seeds, Soya Meals.

##### **Designation: FACTORY MANAGER (Production, Planning, Preventive Measures & Operation)**

##### **Responsibilities:**

- Handling Production, Planning, Daily reporting of Production target to Director.
- To maintain Product Of Quality. Maintain Quality Records. Supervising Personally weekly Preventive measures.
- Responsible for ensuring your machine is functioning properly and producing quality material.
- Cleaning and preparing equipment for Packaging. Packing finished product in accordance with prescribed packaging Procedures. Checking to ensure packaging/containers are damage free.
- Following all Company Safety Rules and Good Manufacturing Practices (GMP).
- Actively participates in 6 Sigma and Lean Manufacturing Quality systems in order to improve the Manufacturing process.
- Daily monitoring of electrical usage & Power Factory Reporting. Follow up of Contacting Government authorities
- For Licenses, As Well As Overseeing The Work Of Other Staff & Labours.
- Maintain records of stocks (Arrivals of trucks & Dispatch of Containers)
- Also looking up Admin Work Such As Preparing E-Way Bills, Any Break Down in Machinery Parts, Spare Parts, Etc...

#### **Name of organization: COROB.INDIA.PVT.LTD (MNC BASED DAMAN) APRIL 2014 to JAN 2020**

**Company Profile:** COROB INDIA is an Italy Based MNC, ISO 9001:2015 Certified & is The Only Major Supplier Of Integrated Tinting Solutions. It is a Leading Manufacture of UL, ETL & CE Approved Paint Dispenser And Mixer Machine World-Wide. COROB Provides Tinting System Component For a Wide Variety Of Customers Such As Paint Manufactures, Retail Chains, Leather And Plastics Producers As Well As Paint Shops Via Paint Manufacture.

##### **Designation: EXECUTIVE ENGINEER OF PRODUCTION/ QUALITY /OPERATION MANAGEMENT**

##### **Responsibilities of Production & Planning :**

- Plan, organize, supervise and implement lean manufacturing procedures following standard industry regulations and quality assurance methods.
- Planning, organizing, directing and running optimum day-to-day operations to exceed our customers expectations.
- Responsible for production output, product quality, and on-time shipping.
- Daily scheduling , production planning execute in sequence. Daily monitoring of production & productivity of every cell & overall production.
- Chaired production meetings and supervised 3 production & 9 Quality Jr. Engineers who established priorities, created workflow schedule and allocated resources to meet objectives. Time Study and Capacity Calculation for all Machine on Shop floor.
- Planned and coordinated shop floor work to meet production and schedule requirements using SAP and other MRP tools.
- Implemented the process improvement methods and ensured nonstop production in an effective, safe and profitable manner.
- Streamline production processes to achieve increased production targets during the holiday seasons without additional input costs.
- Monitored performance, analyzed allocation of Resources, Evaluated productivity and managed quality to ensure operational efficiency while meeting customer needs and achieving goals.
- Conduct weekly actual vs. planned production output comparisons to identify opportunities to boost efficiencies with new process technologies

##### **Responsibilities of Quality:**

- Fully Conversant with Handling quality function at plant level including in coming quality control, In Process Quality, Final Inspection.
- Carry out quality control programs and specifications to cross-check samples of finished products for defects and error margins.
- Measure product samples and report samples that are out of specification. Hold any product manufactured out of specification and communicate with all involved departments regarding disposition.
- Communicated to operations supervision when deviations in products occur so immediate corrections can be performed.
- Conduct routine floor Audits of production and packaging areas to confirm correct product shapes, specifications, storage, packaging, labeling, and coding.
- Hands of experience with Various measuring instrument like: Vernier caliper, Micrometer, 2D Linear height gauge, Height guage, Rubber hardness Tester , Popat dial indicator, Scratch Tester, Conical Mandrel ,Tubular Impact Tester , Stepper Motor Torque Inspection (Test bench) ,Quick Scope VVM Machine.

- Supplier Quality Assurance, supplier rating ,CAPA Follow up, Supplier Audit and assessment.
- Having Good Knowledge of **ISO 9001-2015** Quality System Certification and Documentation .
- Participated in 5's departmental exercise, reorganizing the entire department for productivity enhancements.
- Creating the job plans that show required documentation such as **NCR Report ,RIR Report ,SIR Report , GRN receipt Note , Control Plan ,Standard Sheet Create For Material Inspection ,Drawing Sheet & Drawing Revision, Vendor Code & Vendor Name list ,Percentage % of on time Inspection In Month Wise ,CAPA Reports ,Single Sampling Plan For Normal Inspection Ref:AQL-4,General Inspection Level-1 Average,ISO-2859-1,Table-1,Table-2A.**
- Tracked and analyzed key performance indicators (KPIs) and metrics to detect positive and negative trends, recognize training needs, correct policy or procedure deficiencies and optimize operational efficiency.
- **Kaizen Management System:** Continuous Efforts by Each and Every Employee to ensure Improvement of all Processes and Systems to this Organization.
- **Directed several Lean / Six Sigma** projects to optimize efficiency and save valuable operations resources. Streamlined the periodic inspection process and identified duplicated efforts. Reduced inspection items by 43% and saved 2 days in the inspection process without sacrificing quality or safety. Applied Lean tools to an inefficient work process in the precision equipment and tool section. Reduced backlog by 50% with effective time management and prioritization methods.

### **Achieved Goals:(Test Jig's Development) Rewards Certificate By Employee of months May 2016.**

**Projects To Developed:** Test Jig's For Inspection Interchange Connection in All types of USB Cables, Power Cables, FRC&COM Cables.

**Name of organization: CPS COLOR.INDIA.PVT.LTD(MNC BASED DAMAN) DEC 2012 to MARCH 2014**

**(NOW WELL-KNOWN AS COROB IND.PVT.LTD)**

**(DAMAN & DIU)**

**Designation: Executive Quality Engineer**

- Technically Astute functional expertise in effect inspection of process and finished Electro-mechanical products / Electronics PCB Designing /Electronics Boards Analyzing & Testing / Electronics Instruments / Technical Training. Familiar with industrial operation of Manufacturing And Testing process.Ensure ISO Requirement and Implementation in Day to Day Work.
- Increase Production Efficiency Through Root Cause Analysis & In-Process Errors.
- Maintaining And Updating Of Documents Like NCR Reports, Instruments Calibration Reports, Control Plans, Materials Drawings and Customer Complaints Reports. Providing Solution or closing Of NQD'S.
- Organized Training Of Product Details, Production Process, **Kaizen and 5's System to Company Employee.**

**Name of Organization: Anchor Electronics Enterprise.Pvt.ltd.(Switchgears Plastic) (Gundlav ,Valsad)**

**(Now Well-known As Great White Electricals.Pvt.Ltd)**

**June 2010 to Feb 2012**

**Designation: Electronics Engineer**

- As a Electronics Engineer in Research & Development Center in Electronics PCB Design & Electronics Assembly of Switchgears Product.
- Excellent Experience in Electronic design engineering, Strong skills in Electronics circuit boards assembly testing.
- Good abilities in electronic assembly troubleshooting. Provided Schematics and technical support to PCB layout design teams.
- Created Prototypes, test beds and designed hardware applications by Following standard drawings.
- Monitored Electrical Components to Ensure optimal performance.
- Initiated new Design Production in coordination with suppliers and Customers.
- Oversaw production design to ensure quality improvement and cost reduction.
- Applied Design of Experiment and tolerance analysis to enhance design quality.
- AS a Q.A&Q.C Operating I.S Test technique Machine. Endurance Test Bench For Switches Endurance. As per I.S-3854 Fluorescent Lamp Load & Normal Test.
- LED lighting (complete Range of products used for indoors and outdoors).

**Projects Achievements:(Switchgears Products Developments)**

- Lighting Design(LED) for DND Unit, Bell Indicator, USB Charger, Down Light, EME FAN Regulator.

### **INDUSTRIAL TRAINING**

**Organization:** Mafatlal Denim Ltd. Industries **Garment &Textile** (Navsari)

**Duration:** 6 months

**Organization:** R & D Computer of Hardware & Networking **Electronics Boards Assembly** (Navsari)

**Duration:** 6 months

### **SCHOLASTICS**

Diploma in Electronics & Tele-Communication Engineering from Class Technical Educational Board in 2010.

### **ACADEMIC PROJECT**

Successfully completed the project based on Temperature Controller During Diploma Course.

**(IT SKILLS)**Well versed with MS Office (Word, Excel and PowerPoint).

Possess working knowledge of Tally 7.2, Hardware, Networking and AutoCAD 2009.

### **PERSONAL DOSSIER**

**Date of Birth:** 15<sup>th</sup> January 1990

**Address:** Shree Sai Apartment, B-202, near Roy Hospital, Luhar Tekra, Valsad-396001

**Languages Known:** English, Hindi & Gujarati.

**Nationality:** Indian

**Religion:** Hindu

**Marital Status:** Married

**Number of Dependents:** 5

**Driving License:** Yes

**Er.Milan.Rana**