

CONTACT

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OBJECTIVE

Seeking a quality control position in a challenging but rewarding organisation to help in assessing and improving products before they are distributed to the public to avoid customer complaints about being unsatisfied.

EXPERIENCE

25/10/2013 - To
Till

- o **RAK Ceramics PJSC**

Quality Controller

1. Inspected inbound and outbound products for compliance with established industry.
2. Improved quality process for increased efficiency and effectiveness.
3. Provided observations, took measurements and performed tests at various stages according to quality control plan.
4. Followed quality standards and procedures to minimise errors and maximise customer satisfaction.
5. Updated Quality control standards, methods and procedures to meet compliance requirements.
6. Evaluated quality problems and performed 7QC tools to identify and resolve issues.
7. Performed continuous reviews of quality management system.
8. Performed root cause analysis on non compliant defects.
9. Supported Audits and led teams to fully investigate quality control processes and root out deficiencies.
10. Reported on short and long term trends in production to help management make proactive decisions.
11. Reported production malfunctions to managers and production supervisors.
12. Testing on process parameters to meet standard requirements and to reduce customer complaints.

16/07/2006 -
20/10/2013

○ **Murudeshwar Ceramics Ltd., Karaikal, Pondichery**

Store and Purchase Executive

1. Reviewed approved requisitions enabling purchasing department to start purchasing process.
2. Computed and created purchase orders in SAP to monitor stock levels, verify purchase requisitions and expedite customer orders.
3. Managed vendor purchase order process including dispatch, delivery and invoicing to set contractual guidelines and maintain budgetary regulations.
4. Tracked inventory shipments and prepared spreadsheets detailing item information.
5. Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders.
6. Maintained complete documentation and records of all purchasing activities.
7. Researched suppliers based on availability, quality, selection and price.
8. Communicated frequently with stores and vendors to manage orders and verify revisions on purchase orders.
9. Worked with production team to understand and plan for material needs.
10. Coordinated with inventory control to determine and manage inventory needs.
11. Prepared and processed requisitions and purchase orders for suppliers and equipment.
12. Tracked orders and shipments to inform warehouse manager of incoming loads.
13. Checked items received against items orders by verifying receipts.
14. Supported Audit team to fully investigate the operating procedure and related documents.

EDUCATION

2017

○ **American Certification Institute, Dubai.**

Certified Human Resource Professional
Certified

2009

○ **Annamalai University, Chidambaram, Tamilnadu**

MBA Human Resource Management
61%

2006

○ **Kuvempu University, Shivmoga, Karnataka**

Bachelor of Commerce
62%

SKILLS

- ERP SAP(Material management, MM Purchase, Quality Management,Production entry)
- Active participation in TPM related activities like QM,JH,OPL's, Kaizen, 7QC Tools etc.
- Microsoft office like MS Excel, MS Word, MS Outlook, MS Power point. And typing speed 38 words per minuts with an accuracy of 98%
- Knowledge of ISO 13006 Quality Management
- Exceptional Time Management

REFERENCE

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References available upon request