

## SARVODAY TAMRAKAR



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### EXPERIENCE

#### Z F Steering Gear (India) Ltd

Sept-2020 - At present

Managing assistant at MIS Dept

- Data management
- knowledge of QMS tools for or better quality efficiency and continuous improvement
- Knowledge to apply 5S system for work can be performed efficiently, effectively, and safely.
- Knowledge to apply 7qc tools and problem solving methods, Experience of QMS documentation, p-pap documentation, 4C, CP, PFD,PFMEA and various documantations.
- provide internal trainings for compliance and process improvements
- Corrective action & preventive action(CAPA)
- knowledge of computer applications like Ms office,MS Word, Excel ,and PowerPoint
- IATFaudit supporting coordinator
- EoHS audit supporting coordinator
- Mis preparation on daily basis and monthly basis
- POKE YOKE implementation and verification
  - Kaizen implementation and verification
  - Play a role in making CP, PFD, and FMEA
  - Play a role in implementing 5S & LPA in plant
- Currently working in lean manufacturing project
- Involve in layered process audits
- Production reports on daily basis including sales data●Basic knowledge of SAP
- Knowledge of various quality tools and gauges
- Involved in asset installation and capitalisation and commissioning
- Planning various activities for employee motivation
- Presenting power plant data to MD and plant head
- Involved in implementing emp and SMP in our plant
- Involve in recording minutes of meeting and issuing memo
- Able to provide training regarding kaizen, poka yoke 5s CP PFD and FMEA
- Involved in the division of responsibilities of every new employee according to their skill and previous knowledge
- Root cause analysis
- 5why analysis,8Dmonitoring

## SKILLS

●MIS preparation●7QC Tools●CAPA●kaizen●Pokayoke● IATF●knowledge to prepare quality audit reports ●EMP&SMP ●conducting various trainings ●Failure mode & effect analysis●CP,PPFD,PFMEA&SOP●Root cause analysis ● 5why analysis,8Dmonitoring

## EDUCATION

**Welingkar Institute of Management (We  
school), mumbai**  
2021  
Pursuing e PGDM in operation managment

**RGPV, Bhopal**  
2019  
B.E. (Mechanical engineering)  
60.5%

## CERTIFICATIONS

●Internal quality auditor-(ISO 9001:2015 and/or IATF 16949:2016) ●Internal auditor-  
EHS(ISO1401:2015 and ISO 4501:2015) ●Problem solving tools & Root cause analysis ●KAIZEN  
EXPERT

## KEY STRENGTHS

Communication,

Hard and teamwork,

Positive attitude and adoptability