

# RAJENDRA CHAUBEY

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## PROCESS/PRODUCTION PACKING INCHARGE– MANUFACTURING SECTOR

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**24 Years of experience in Manufacturing Industry**, Product packing Production, Planning & control, with a reputed organization.

Management:

- Quality Assurance
- Team Leadership
- Cost optimization

Results-driven and dedicated with wide-ranging experience planning and leading operations involving small- to medium-sized manufacturing environments. Track record devising, evaluating, and implementing continuous process improvements to minimize waste and reduce costs while maximizing quality and yield.

Establish effective quality control and safety programs, encouraging proactive participation across the manufacturing floor.

Areas of expertise:

- Man management
- Regulatory Compliance
- Team development
- Total Quality Management (TQM)
- Policy / Procedure Development
- Administration/Negotiating Skills
- Relationship Management
- Optimal Utilization of the resources

## ACADEMIC

B.S.C. from Jiwaji University, Gwalior, 1988  
H.S.C FROM Board of bhopal Gwalior ,  
1985

## AWARDS & RECOGNITION

- Recognized for excellent administrative skill in resolving Quality issues.
- Successfully cleared the internal auditor course conducted by Sterling agro.industries Private Limited.
- Gained expertise and proficiency in delivering presentation and attending customer complaints.
- Dairy products all institutions supply
- Export process Production product supply and csd supply.and airlines

## WORK EXPERIENCE

K.B.INVESTMENT&Financial Bank pvt.ltd(Galav Ashwshala)jodhpur Raj. Farm manager Sep1989- 1996  
NEO PHARMA PVT.LTD.MUMBAI H.Q GWALIOR  
JULY 1996-1998 BUSINESS EXECUTIVES  
APEX LABORATORY MUMBAI. HQ .GWALIOR  
1998- 1999 AREA SALES MANGER  
Sterling agro.industries Limited, Gwalior  
1999 – 2024, Process/Production Senior packing incharge

### Key Responsibilities:

- Material inspection done at first place starting from packing to all the standard they follow or not before using them for production (i.e.IQC).
- Roles in Audit – ISO 22000 & HACCP CERTIFIED Company's maintenance and documentation, as well as I represented my department on every visit of officials for document and process presentation.
- Worked in the field for energy saving technology with low maintenance cost factor.

## IT SKILLS

- Well versed with:
  - MS-Office (Word, Excel and PowerPoint)
  - Internet Applications.

## PERSONAL DETAILS

Date of Birth:	February 05, 1967
Address:	Ganga das shala maharani Laxmi bai colony opp.pincle institutions Station road Gwalior
Languages Known:	English & Hindi
Interests:	Traveling, Reading, Music
Marital Status	Married & blessed with 2