

## **SAROOP MANIKANDAN**

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### **Education**

#### **UNIVERSITY OF CALICUT**

Bachelor of Commerce, Finance. GPA2.43

Calicut,B.com

17.12.2017

#### **MINISTRY OF LABOUR AND EMPLOYMENT (GOVT. OF INDIA)**

DIPLOMA IN ELECTRICAL ENG, National Certificate in Modular Employable Skills.

Kerala,NCVT

30.10.2013

#### **BOARD OF HIGHER SECONDARY SCHOOL, KERALA-INDIA**

Thrissur,Kerala

15.05.2012

### **Experience**

#### **Gebauer a Griller**

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**Production Operator**

Mikulov,Brno-CZ

February-2022–Present

- Entering production Data into SAP and Micro Excel.
- Mechanical & Electrical assembly of automotive parts, wires and harness and technical documentation.
- Sets up and operates automatic or semiautomatic machines and related equipment in a continuous production/processing operation.
- Machine inspection (visual and physical) carry out the check according to the checklist - any errors must be recorded and handed over to the department responsible.
- Maintaining order in production and adjacent areas, basic maintenance of technology.
- Assembling electronic parts, labeling and scanning the finished products and monitoring the assembly line and removing faulty products.
- Final inspection and checking of finished and semi finished products as per production guidelines and specifications.
- Sorting and packing the finalizing product for shipment.
- Final reporting to the shift supervisor.

#### **Geba Cables and Wires India PVT LTD**

**Production Operator (CNC machine operation and Assembly)**

Bangalore-IND

March-2017–January-2022

- Inspecting machineries, equipment, and systems to identify any issues and entering production Data into SAP and Micro Excel.
- Mechanical & Electrical assembly of automotive parts, wires and harness and technical documentation.
- Sets up and operates automatic or semiautomatic machines and related equipment in a continuous production/processing operation.
- Machine inspection (visual and physical) carry out the check according to the checklist - any errors must be recorded and handed over to the department responsible.
- Maintaining order in production and adjacent areas, basic maintenance of technology.
- Assembling electronic parts, labeling and scanning the finished products and monitoring the assembly line and removing faulty products.
- Final inspection and checking of finished and semi finished products as per production guidelines and specifications.
- Sorting and packing the finalizing product for shipment and Final reporting to the shift supervisor.

**Katze Technologies**  
**Supervisor Operations**

Bangalore-IND  
April-2016- March-2017

- Coordination with service team regarding scheduling and assigning works and checking progresses informing managers.
- Communication with customers and vendors over phone, mail and site visit and update accounts operation related information frequently to them.
- Recording of day to day financial transactions in SAP and Issuing of monthly invoices to customers and follow up payments.
- Preparation of financial data's and reports and submitting to management for decision making.
- Giving Purchase Orders, maintaining stock and supervision for ongoing projects.

**Skills & Interests**

**Technical Skills**

SAP business One and ERP end user  
Microsoft Office Specialist (Office Excel 2010)  
Quick book certified user  
TALLY ERP  
Sage 50 (Peachtree)

**Language:** English, Czech (basic level)

**Interests:** Listen to Music & Photography

**Personal Information**

**Gender** : Male

**Nationality** : Indian

**Czech resident permit:** Yes

