

RESUME

Personal Details

Full Name: Biplov Duwadi

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Objective:

Energetic and dedicated towards professional with higher aspirations, good communications skills and decision-making abilities. Seeking career advancement and a challenging work environment where I can make the best of my potential and contribute to the organization's growth.

Education:

Grade XI & Grade XII in Management

(Project in Topic Impact of employees' job satisfaction on organizational performance in Nepalese commercial banks)

Certificates:

- Police certificate

Experiences:

1. Packaging in Bhatbhateni Super Mart.
2. Labelling and Packaging in Paicho Food Nepal.

Professional skills:

1. ****Operating Machinery****: Running machinery and equipment according to safety protocols and production guidelines.
2. ****Assembly****: Assembling parts or products by hand or using tools and machinery.
3. ****Quality Control****: Inspecting finished products to ensure they meet quality standards and specifications.
4. ****Packaging****: Packaging finished products for distribution or storage, following packaging guidelines and procedures.
5. ****Material Handling****: Moving raw materials, components, or finished products within the factory using forklifts, pallet jacks, or other equipment.

6. **Cleaning and Maintenance**: Keeping work areas clean and organized, and performing routine maintenance tasks on machinery and equipment.
7. **Following Safety Protocols**: Adhering to safety procedures and guidelines to prevent accidents and injuries.
8. **Teamwork**: Collaborating with colleagues and supervisors to achieve production goals and maintain workflow efficiency.
9. **Documentation**: Recording production data, including quantities produced, defects, and downtime, as required.
10. **Problem-solving**: Identifying and troubleshooting equipment malfunctions or production issues to minimize downtime and maintain productivity.
11. **Training and Development**: Participating in training sessions to learn new skills or improve existing ones, and helping train new employees as needed.
12. **Adhering to Regulations**: Following regulations and guidelines related to product safety, environmental protection, and workplace health and safety.
13. **Communication**: Reporting any issues or concerns to supervisors and communicating effectively with coworkers to ensure smooth operations.
14. **Flexibility**: Being adaptable to changes in production schedules, job assignments, or work processes as needed.
15. **Continuous Improvement**: Contributing ideas for process improvements or efficiency enhancements to help optimize production processes.

Declaration:

I hereby declare that all the information provided here is true to the best of my knowledge and belief.