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| INSERT PHOTOGRAPH | R. RAJKUMAR**QUALITY MANAGER**Location: Chennai, IndiaPhone: +91-9840347234**Date of Birth:** 13/6/1991**Gender:** MaleEmail: mailtoraj1306@gmail.comLinkedIn: [linkedin.com/in/raj-kumar-30b7b0151](https://www.linkedin.com/in/raj-kumar-30b7b0151) |
| **KEY** **COMPETENCY** | **PROFILE SNAPSHOT** |
| * State Regulations
* Government Relations
* Process Optimization
* Quality Control
* Time Management
* Management Information System (MIS)
* Policy Analysis
* Project Management
* Stakeholder Engagement
* Regulatory Compliance
* Policy Implementation
* Product Management
* Enrolment Management
* Academic Advising
* Product Lifecycle
* Market Research
* Competitive Analysis
* User Testing
* Agile Methodology
* Product Roadmaps
* Cross-Functional Teams
* Product Design & Planning
* Team Development
* Excellent Communication

**TECHNICAL SKILLS*****Operating System:*** Windows***Networking:*** Completed CCNA***Database:*** MS-Office**EDUCATION*****B.E*** from Madha Engineering college Chenna| 2012**ACCOLADES** * Received 2 Speed Awards at Mahindra First Choice Wheels Ltd. for consistently exceeding and completing the targets.
 | A highly skilled professional with 9+ years of background in Quality Assurance, Continuous Improvement, State Regulations, Government Relations, Policy Analysis, Project Tracking and Stakeholder Engagement. Possesses extensive experience in Regulatory Compliance, Policy Implementation, Product Management, and Market Research. Adept at leading cross-functional teams, product design, planning, and team development. Experienced in handling client and dealer queries. Technical skills include proficiency in Windows operating systems, CCNA networking, and MS-Office database tools.Capable of working independently and collaboratively, with proven leadership skills and a commitment to maintaining high-quality standards. Committed to maintaining the highest standards of efficiency and performance. Seeking a challenging position to leverage extensive experience and academic background to enhance organizational operations.**PROFESSIONAL** **EXPERIENCE****Feb 2023 – Jan 2024: Jai and Jai Vehicle Mall Pvt Ltd***Quality Manager** Coordinated project activities, overseeing the development and monitoring of work plans and timelines.
* Generated progress and evaluation reports to track project advancements.
* Facilitated improved communication among clients at the state level, enhancing collaboration and understanding.
* Cultivated and maintained strong working relationships with superiors, subordinates, and clients, ensuring effective teamwork.
* Developed and distributed technical assistance as needed, contributing to problem-solving and project efficiency.
* Consistently met report deadlines within the given Turnaround Time (TAT).
* Maintained an accurate Management Information System (MIS) to facilitate data-driven decision-making and reporting.

**Jun 2022 – Jan 2023: FIITJEE LTD***Academic Admin** Assisted students with enrollment, course selection, and academic planning.
* Managed the curriculum, including scheduling classes, organizing exams, and ensuring that course materials are available to both students and faculty.
* Handled administrative tasks such as budget management, procurement of educational resources, and coordination of academic events and meetings.
* Facilitated communication and collaboration among different academic departments and administrative units within the institution.

**Oct 2018 – Feb 2019: Sri Vaaru Associates***Senior State Operation** Coordinated project activities, including the development and monitoring of work plans and timelines.
* Produced detailed progress and evaluation reports to track project performance and outcomes.
* Facilitated improved communication among clients at the state level, enhancing client relationships and understanding.
* Maintained strong and effective working relationships with superiors, subordinates, and clients to ensure seamless project execution.
* Developed and distributed technical assistance as required, contributing to problem-solving and project efficiency.
* Consistently met report deadlines within the specified Turnaround Time (TAT) parameters.
* Maintained a comprehensive Management Information System (MIS) to facilitate data-driven decision-making and reporting.

**April 2019 to Sept 2020: Girnar Soft***State Operation** Organized and facilitated business meetings with potential clients, contributing to the expansion of the client base.
* Promoted company services within specified Turnaround Time (TAT) constraints while maintaining a comprehensive Management Information System (MIS).
* Established and nurtured long-term relationships with both new and existing clients, fostering loyalty and trust.
* Enhanced client engagement and satisfaction by addressing location-specific needs and preferences.

**Jan 2014 – Sep 2018: M/s. Mahindra First Choice Wheels LTD (EDIIG)***State Operation/Associate Product Development** Implemented and updated technologies for reporting and inspection purposes.
* Recognized as the top-performing employee for consistently meeting targets, conducting the highest number of vehicle inspections, producing error-free audit reports, and effectively utilizing technology.
* Served as a Backend Executive responsible for creating detailed reports of vehicles, including photographs and specifications.
* Proficiently generated 100-150 reports daily, both manually and using applications.
* Managed the maintenance of the vehicle stock list.
* Promoted to the position of State Coordinator for Tamil Nadu, overseeing operations.
* Effectively led and supervised a team of 20+ subordinates across various locations.
* Coordinated project activities, including needs analysis, work plan development, timeline monitoring, and progress reporting.
* Facilitated improved communication between clients at the state level, bridging gaps between state and local levels and fostering collaboration among various local stakeholders, including banks, dealers, and financing companies.
* Maintained positive working relationships with superiors, subordinates, and clients.
* Provided technical assistance as needed to support project objectives.

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