Sanmeet Kaur

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Auckland

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Objective

I am an enthusiastic fresher with high motivation and team working skills and my goal is to work for an organization which will provide me the opportunity to improve my skills and knowledge to growth along with the organization’s objective.

Education

* Senior Secondary Schooling from Aggarsain Women School.
* Bachelors in Arts from Public College Samana.

Work Experience:

Currently working as a night Production Worker at Systema Plastics Ltd

Duties

1. Arrives at work on time to start shift and at machine/in designated work area.
2. Aware of and complies with company dress and hygiene standards, at all times.
3. Ensure that the correct label, Barcode, carton and any product ID is used and correctly applied. Always print the date, your initial and shift (Day or Night) on the carton label.
4. Ensure that the product are counted and packed accurately according to specifications.
5. Highlight immediately to cell/line Leader or supervisor any problems found with production paperwork or if any equipment malfunctions.
6. Work with a sense of urgency and ensure that you keep up with the required production output.
7. Assist other staff where possible with backlogs and/ or overloads and proactively look for productive tasks to do during downtime.
8. Accept constructive feedback on work performance and demonstrate improvements in a positive manner.
9. Clean clothing and good personal hygiene are essential.
10. Take pride in your work and set a good example to other staff.
11. Stacking products on pallet and wrapping pallets etc.

Skills and key attributes

* Team player with coordinating skills
* Excellent written and verbal communication skills
* Honest, Reliable and Punctual
* Flexible, adaptable and keen to take initiatives
* Physically and mentally fit.

Hobbies

* Cooking – learning new recipes
* House maintenance and gardening
* Reading literature
* Music and badminton

Availability

* Available for both Morning and Night shifts.
* Available on weekends.

Reference

Mereana Teroi

HR at Systema Plastics Ltd

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