

CURRICULUM VITAE

S.P.L. SIVABALAN

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No. 23 East Maravar Street,
Bodinayakanur – 625 513.
Theni District.
Tamil Nadu,
India.

+ Career Objective:

Seeking a challenging career that encourages learning & creativity, provides exposure to new ideas and stimulates personal and professional growth in tandem with Organizational growth.

+ Experience:

- **Having Sound Experience in handling the personalization Bureau.**
- **Data Processing for both financial and Non financial Cards. Preparing the Data from client format to Machine format as per the machinery requirement.**
- **Technical Assistant for the GSM card Production & Personalization,**
- **Generating card carriers as per the client demand.**

❖ **Advanced Card Technology (ACT), Riyadh – Saudi Arabia. (May 2007 - Present)**

Data Processing:

- Leading Card Manufacturer in Saudi Arabia, manufacturing Scratch Cards to Saudi Telecom Company (STC), Morocco Telecom etc and Mobily.
- Handling the Scratch Card Personalization Bureau having the capacity of 30 Million cards per month.
- Receiving the data for scratch card from the client through the secured channel like FTP.
- Preparing the data to the machine format using the sub routines.
- Preparing the data for Tray label, Box label, and Carton label from the given database.
- Sorting the data to the machine for Personalization Production.
- Preparing and executing the schedule to meet the Target.
- Making Quality analysis to reduce the Rejection in the Personalization Production.

- Monitoring the Quality checking, Packing and preparing for Dispatch.
- Updating the records for future Reference.

GSM - Prod. & Personalization:

- Monitoring the GSM card Milling & Implanting Process in Ruhlamat.
- Preparing the Glue Tape in Ruhlamat Laminator.
- Setting up the GSM Die cut machine for GSM snap out.
- Cross checking for the correct module is loaded for production.
- Assuring the correct card body is loaded in magazine.
- Inspection taken down for the correct Module punch & Milling tool.
- Setting up the Image Ink jet printing head for printing.
- Setting up the Laser engraves to print the Id number in the card body.
- Teaching the Camera for module registration for correct implanting.
- Quality check taken for the module implanted card body.
- Preparing the Audit report for Reconciliation for the cards produced.
- Making preventive maintenance for the first stage.

❖ Versatile Card Technology (VCT), Chennai –India. (Mar’2004 to Nov’2006)

- Leading Card Manufacturer in India, manufacturing both Financial & Non Financial Cards.
- Worked as a Data Card 9000 Personalization Machine, Lead Operator in the Bureau also handled UG 800.
- Having good experience in personalization of Banking card with Image.
- Service provided for Both Domestic & International clients.
- Handled various types of cards in personalization, both financial & Non Financial.
- Having experience in Data Processing for Financial Cards using the Software.
- Printing Card Carriers for the personalized cards using the ADR file from the data.
- Having experience in Stuffing & Mailing.
- Maintaining Stock for the personalization Consumables & Stationeries.

Quality control measures taken during production of cards

- The first 4 embossed digits against the pre-printed number on the plastic
- Ensure correct plastics are used.
- Quality check of blank plastics before production of cards.
- Cross-check whether the CVV value is correctly printed.
- Quality check of tipping and the correct foil used at the time of embossing
- Embossing of Credit Cards & Banking Cards and Chip Card Personalization

- Ensure correct mailers are used for correct plastics.
- Ensure correct inserts are used.
- Quality check of signature print on the plastics.
- Ensure no duplication of cards are produced
- Ensure that the alignment on the card is correct
- Random cross-check of mag-stripe data against the produced cards.
- Maintenance of production time registers.
- Ensure timely dispatch of cards.
- Ensure updating of checklist.
- Preparing for Re conciliation.

✚ Educational Qualification:

S.S.L.C passed from Z.K.M Hr Sec School, Bodinayakanur, (55.2%)

✚ Technical Qualification:

I.T.I Electrician from V.O.C.I.T.I., Chinamanur (74.5%)

✚ Computer Proficiency:

Packages : D.C.A, MS Excel, MS Word, MS PowerPoint
Hardware Knowledge : A good knowledge in DC9000 (Data Card)
UG800 & Kora pack Packing Machine

✚ Personal Details:

Date of Birth : 27/07/1980
Passport No : E6971673
Sex : Male
Marital Status : Single
Languages Known : English, Tamil

(SPL SIVABALAN)

Date:

Place: