

Muhammad Shuja

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PERSONAL SUMMARY:

To lead, challenge and be challenged in a highly growth oriented management position by leveraging on my experience and qualification in a progressive & visionary company, offering challenging opportunities for growth, dynamism, innovation & development to benefit mutual growth and success.

QUALIFICATION:

Diploma of Associate Engineering – Mechanical (2007 - 2009)

Sindh Board of Technical Education Karachi

Matriculation in Science (2006)

Board of Secondary Education Karachi

PROFESSIONAL EXPERIENCE:



Electrical Appliances (Pvt.) LTD.

Designation: Shift In Charge Production (August 2020 to Present)

- ❖ Create schedules based off of employee availability, and coordinate shift activities and tasks based on the team's experience and skill set; plan ahead for situations where an employee doesn't show up or is unable to cover his or her shift.
- ❖ Greet each employee as they arrive for a shift, and confirm that he or she is aware of designated responsibilities; provide encouragement and evaluate job performance in a personal setting when necessary.
- ❖ Participate in providing customer service by welcoming customers, answering their questions, pitching current promotions and ringing up purchases.
- ❖ Maintain an organized and professional storefront by setting the precedent of organizing, cleaning and adjusting displays that lack order.
- ❖ Intervene in situations where a customer is dissatisfied with a product or the service received; come up with viable solutions that reflect the company's integrity and are beneficial to the customer.
- ❖ Collaborate with other shift managers to provide trainings to employees on company policies, procedures and required conduct.
- ❖ Manage inventory counts, and use specific algorithms and fulfillment software to determine how much product to order.



Electrical Appliances (Pvt.) LTD.

Designation: Quality Control Officer (2017 to July 2020)

- ❖ Ensure Refrigerator Function Performance test as per QC standard.
- ❖ Assess QA performance-retrieve & analyze QA information to identify root cause of performance gaps and Other QA problem.



- ❖ Evaluate the process of operation and then offer recommendations
- ❖ Of improvement.
- ❖ Planned and executed multiple tasks to ensure controlled
- ❖ Documents were managed per procedures.
- ❖ Recommend manufacturing or technology aids to increase speed and efficiency.
- ❖ Supervise the selection, workflow, training and development of staff.
- ❖ Assess production process issues, and recommend improvements.
- ❖ Supervise product testing to ensure procedure accuracy.
- ❖ Assist in developing and implementing quality assurance programs to meet production standards and customer requirements.

Novatex Private Limited.

Designation: Mechanical Fitter (August 2016 to June 2017)



Novatex Limited

- ❖ Daily basis Change strainer of Polymer process.
- ❖ Monitoring maintenance point of view Process of polymer.
- ❖ Daily Basis check dryer, vibro, cutting unit, die head & hopper Working Process.
- ❖ Verify choking of polymer strainer
- ❖ Maintaining records of any work and inspections done on-premises
- ❖ Performing inventory on repair supplies
- ❖ Keeping repair tools and supplies clean and organized
- ❖ Setting up repair appointments with mechanics or electricians when needed
- ❖ Making and installing new furniture or equipment
- ❖ Ensuring all safety systems are functioning properly, including smoke and carbon monoxide detectors
- ❖ Conducting routine maintenance on equipment and building systems
- ❖ Completing safety checks on systems and equipment
- ❖ Doing pest control, pool maintenance and landscaping
- ❖ Performing general maintenance tasks for the building or buildings, such as window washing, drywall repair, plastering, carpentry, flooring repair, painting and more
- ❖ Detecting, identifying and repairing building issues, like basic problems with the building's electrical, plumbing and HVAC systems
- ❖ Responding to and completing tenant or supervisor maintenance requests.

Dawlance Private Limited:

Designation: Junior Officer - (2014 to 2016)



- ❖ Ensures that daily and monthly audit targets are achieved within allocated resources.
- ❖ Ensures complete technical and administrative control of the department.
- ❖ Reviews monthly process audit and take corrective actions for its controlling.
- ❖ To meet all the requirements related to KPI. All the Parameters of KPI to be monitored closely & efforts/ action plan to improve its rating.
- ❖ Reduce deviations in process by strong checks and proper monitoring
- ❖ Inspecting output samples using industry-appropriate methods, such as comparing to standards, measuring dimensions and examining functionality
- ❖ Checking that the assembly or production line adheres to standards and procedures and complying with legal requirements
- ❖ Reviewing blueprints and specifications to compare to produced goods
- ❖ Recording inspection results by completing reports, summarizing re-works and wastes and inputting data into quality database
- ❖ Training the production team on quality control measures to improve product excellence
- ❖ Proposing improvements to the production process
- ❖ Monitoring the use of equipment to ensure it is safe and discard any that do not meet requirements
- ❖ Updating job knowledge by engaging in educational opportunities and regular training
- ❖ Keeping measurement equipment operating accurately by following calibration requirements and calling for repairs

Dawlance Private Limited:

Designation: QC Inspector - (2007 to 2014)



- ❖ Inspection at packing station of Ref Cabinets.
- ❖ Inspection of dents, scratches and short foamed bodies.
- ❖ 100% quality achievement was my first priority at that station.
- ❖ Carry out quality assessment measures of all the products ready to be shipped and incoming raw materials
- ❖ Take a thorough look at the plans, specifications, and blueprints to understand the product requirements
- ❖ Reject all the incoming raw materials fail to meet quality expectations and report the issue to the concerned department at the earliest
- ❖ Resolving quality-related issues adhering to deadlines
- ❖ Providing training to the quality assurance team
- ❖ Design an efficient design protocol which can be used across all domain
- ❖ Prepare documentation of the inspection process, which includes detailed reports and performance records
- ❖ Recommend improvement measures to the production process to ensure quality control standards are met
- ❖ Guide the production team about the quality control issues to enhance the quality of the product
- ❖ Monitor customer satisfaction levels
- ❖ Monitor the production phase at various levels

KEY SKILLS AND PERSONALITY TRAITS

- ❖ Motivated, goal oriented and good team player.
- ❖ Ability to Multi-task in a Challenging environment.
- ❖ Interpreting specifications and preparing technical proposal.
- ❖ Good command in MS Excel, MS Office software.
- ❖ Good Command in Online travelogue Data Entry Software (Visual Factory).
- ❖ Good Command in "Zebra Bar code" Software and QR Code Software.

LANGUAGES

- ❖ English
- ❖ Urdu

REFERENCES

Available on request

