



KASHIF NAVEED

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PROFESSIONAL SUMMARY

Qualified Production Officer with 15 years of manufacturing management experience, including cross-training and scheduling employees, ordering parts, record-keeping and meeting all production deadlines. Coordinate and facilitate effective and efficient synergies between the various departments' functions, and manpower within the plant. Oversee and controls the functional operations within the plant, ensuring high quality of, products, processes, continuous improvement, and HSE initiatives. Planning in regards to the inventory, production processes, staffing, training, budget planning, and quality and HSE management involved with the manufacturing and production process. Implement policies, procedures for assigned operating unit within the frame work of company policy, Facilitate coordination of processes and between staff of differing operational departments. Planning, directing, and coordinating the manufacturing of products in compliance with company goals and objectives. Maximizing the efficiency of production lines and ensuring the effective employment utilization. Implementation of ISO systems. Implementation of 5S.

SKILLS

- Material handling expertise Excellent hand-eye coordination
- Production line management Deadline-driven
- Timely safety audits Strong leader
- Quality assurance training
- Production procedures
- Inventory management specialist
- Chemical processing skillfulness
- Quality inspection
- Process improvements
- Root cause analysis
- Assembly line production
- Cause and effect analysis
- Engineering/project management experience
- Manufacturing management
- SAP and ERP inventory knowledge
- Practices safety and sanitation standards
- Strong leadership abilities
- Exceptional organizational skills Numerical controls understanding

EXPERIENCE

2018 - Present

ICI Soda Ash Business Khewra Pakistan

Production Officer

(Soda Ash an essential raw material for the manufacturing of necessary materials such as glass, paper and detergents would not be possible. You will even find this versatile compound in your kitchen – in the form of baking soda, used in delicious baked goods.)

Have work experience in operation of two types of kilns (Ordinary shaft kilns and mechanical shaft kilns)

CaCO₃ decomposition, Rotary dissolvers, agitation units and submersible pumps.

Worked at CO₂ gas treatment and compression unit.

DCS experience of Kiln and MOL plant interlocking and its trouble shooting.

Working at belts Conveyors ,Windlass ,Hannon flask and magaldi conveyors system.

Understanding of all associated hazard of plant ,emergency handling and all SOPs

Understand the all chemicals MSDS which is used in plant .

Handling of Coke ,CaCO₃, CO₂, CaO, Ca(OH)₂ and Ca(HCO₃)₂.

Understanding of MSDS, PFDs and P&IDs.

2009 - 2017

CPIC Abahsain Fiberglass M.E W.L.L Kingdom of Bahrain

Production Supervisor

(ECR & E-glass fiber are produced in CPIC-AFG that applications are in the markets of Aerospace, Appliance/Equipment, Construction, consumer, Electronics, Marine , Transportation and Corrosion Resistant etc.)

Successfully managed production activities so all orders were shipped on time.

Investigated and implement ideas for quality improvement, increased productivity and cost reduction.

Managed documentation of and training on production procedures and work instructions.

Coordinate and facilitate effective and efficient synergies between the various departments (in Fiberglass at Forming, Bushing, Winding, Drying, Packing) functions, and manpower within the plant

Verified that all process control parameters were being documented and followed at all times.

Planned, directed, coordinated and assigned manpower to meet aggressive production schedules.

Recommended and executed quality improvements for production and product quality.

Defined manufacturing performance standards and reviewed the outcome of performance goals to set future targets.

Created and updated department work instructions and reports on a regular basis.

Routinely improved product quality and reduced delivery costs. Addressed all personnel issues promptly and professionally.

Drove daily production activities with effective communication and leadership.

Directed improvements in safety, product quality, service and cost efficiency.

Directed the manufacturing process and operational efficiency procedures to achieve goal of first run capability.

Worked with quality manager to achieve the proper segregation and recycling of all wash and rework.

Determined suitable crewing requirements, scheduled employees and worked with Human Resources to meet changing production schedules.

Met aggressive production and safety goals while minimizing equipment downtime.

Managed product quality to guarantee compliance with quality policies, procedures and systems.

Escalated safety and quality issues and initiated remedial actions promptly.

-Extremely quick learner
Interpersonal skills
Microsoft applications skills

Maintained up-to-date knowledge and information about technology and plant management best practices.
Completed and maintained accurate and organized records, documents and reports.

2006 - 2008

Naveena Exports Limited. Lahore. Pakistan

Supervisor Utilities

(Naveena Exports is a fabric and yarn dyeing unit)

Worked at Effluent Treatment Plant, Cooling Towers, Nitrogen Gas etc.

Implemented process changes.

Made appropriate repair recommendations for malfunctioning equipment.

Recorded gas volumes and processed analyzer readings.

Recorded inside and outside process readings on daily log sheets.

Procured materials and supplies to complete daily tasks.

Retrieved and performed required tests for quality and integrity on product samples.

Monitored flows, pressures, chemical feeds levels and water quality indicators.

Conducted safety inspections and followed safety rules and procedures.

Oversaw each treatment unit process in the plant.

2006 - 2006

Ortho Clear Pakistan Lahore.

Production Operator

(OrthoClear is a manufacturing company of high precision polymer dental Aligner using the latest medical imaging Technology)

Immediately communicated any equipment issues to the supervisor.

Communicated operational issues and changes to supervisor on regular basis.

Ensured timely response in picking and packing of reorders.

Followed company procedures to maintain work environment in a neat and orderly condition.

Inspected machine parts for conformance to product specifications.

Prepared and administered preventative maintenance work orders.

Safe and efficient operation of Thermoformer Heaters.

Met production goals by maintaining cost effective levels of spare parts inventory.

EDUCATION

2003-2005

University of the Punjab Lahore Pakistan

Master of Technology (Specialization in Industrial Management)

2001-2003

ICI Pakistan Polyester Business Sheikhpura Pakistan

Apprenticeship (Process Plant Operator)

2000

Institute of Management and Technology Okara Pakistan.

Diploma of Computer Science