

BAIJU.B. S
PO BOX 3391
AL KHOBAR
KINGDOM OF SAUDI ARABIA.

Cell/WhatsApp/IMO: +966 59 325 8176
Cell (Bahrain): +973 3385 9388
Cell (India) +91 944 64 74 999
E-mail: baiju.ambadi@hotmail.com



B-TECH CHEMICAL ENGINEER
QMS LEAD AUDITOR, ISO 9001:2015 & ISO 45001:2018 INTERNAL AUDITOR
27 YEARS EXPERIENCE

OBJECTIVE

- To pursue challenging position with greater responsibilities in an organization where opportunities exist for innovation & professional growth.
- To work efficiently and honestly for betterment of the organization
- To achieve personal development and thereby self-satisfaction.

PROFESSIONAL EXPERIENCE

I. QA/QC Engineer & QMR at GSP, Bahrain & Saudi Arabia (July 2015 till date)

Gulf Strategic Partners W.L.L. (GSP) provides Engineered Industrial Services to meet the specialized needs of the growing Petrochemical, Power, Oil and Gas and other Industrial Sectors located in the GCC, Middle East and Asia. Established in the year 2004. GSP provides Steam Blows, Chemical Cleaning, Aqua Services, Pipeline Services, Pigging & drying, Lube oil system flushing, System drying & preservation, Testing & Inspection and Engineering Services.

Duties & Responsibilities:-

A. ISO 9001:2015 Quality Assurance & Quality Control

- Control of Documents like Quality Manual, Quality Policy, Procedures, Forms, Organization Charts, Schedule of Authorities etc. – Develop, Issue and Safeguard
- Control of Records, Monitoring and Control of Quality Management System
- Conduct and assign Internal Audits
- Arrange External Audits
- Conduct Management Review Meeting, Prepare the meeting Report
- Control of Non-conformances
- Data Analysis and Continual Improvement
- Advice team for Bid & Pre-Qualification documents preparation.
- Surpass company standards of service and to maintain continual improvement.
- Determine the processes needed for Quality Management System and their application throughout the organization.
- Control the documents and control the records
- Advising & Training Project Team to perform Quality Policies.
- Prepare documents, get approval from Management, make list of forms, issue the document and maintain records.
- Discuss the document change request with Management, review with the originator, obtain approval, and reissue the document.
- Withdraw copies of earlier issue, destroy, Stamp “Obsolete” & Update Master List.
- Identify reference documents relating to customer requirements, customer satisfaction & customer complaints.
- Plan & Conduct Internal Audit at Project Site, Office & Yard.

- Report the findings, discuss the finding with auditee and categorize the findings. Report the Observations, opportunities for improvement & Non conformances.
- Proceed the NCR until it is closeout.
- Prepare Internal Audit checklist, Internal Audit Report, Non-Conformance Report, Log of Non-Conformance Report etc.
- Report existing & potential nonconformities/deficiencies. Discuss this with concerned parties, identify the cause & necessary action and assign the responsibility with target dates.
- Ensure proper completion of the identified corrective & preventive action.
- Evaluate the result and closeout the NCR.
- Record the Report in NCR log & give input to Management review meeting.

B. ISO 45001:2018 Safety Documentations

- Support & Oversee HSE Department for all documentation, audit & report to Management

C. Documentations

- Pre-Qualification, Vendor Registration
- Supplier Evaluation
- Quality Plan, Inspection Test Plan & Method Statement,

Trainings Attended related to QMS & Pre-Qualification:

- ISO 9001:2015 & ISO 45001:2018 Internal Auditor Training by GSG International Consultancy, Bahrain in December 2018
- ISO / FDIS 9001:2015 Training by SGS Academy, Saudi Arabia in September 2015
- QMS & Pre-Qualification Documents Training by GSP, Bahrain in November 2012
- ISO 9001:2008 QMS/Lead Auditor Training by TVE Certification, India (by SEQM, UK) in March 2012
- Quality Control Training at Pearl GTL, Qatar in January 2011
- ISO 9001:2008 Internal Auditor Training Course by Qatar Quality Plus, Qatar in Aug 2010
- ISO 9001:2008 Awareness Training by Image Business Associates, Bahrain in Feb 2009

II. Admin & QA/QC Officer at GSP, Qatar (From Feb 2009 to July 2015)

Duties & Responsibilities: -

A. Quality Assurance & Quality Control

B. Project Coordination

- Worked as Project Administrator at Qatar Shell Pearl GTL, Qatar
- Coordination with Client, Project Team & Vendors
- Coordinating mobilization, demobilization activities & logistic support
- Arranging training, gatepass, sitepass & badge for project team
- Arranging quotations, purchase order & coordination for chemicals, equipment, PPE etc.
- Coordinating fabrication of fitting, certification & hydro testing of equipment
- Collection of MFSR & Completion Certificates
- Preparation of Progress Payment Certificates & Submission & Uploading database in client's web portal for payment
- Monthly project auditing

Trainings attended related to Projects

- General Safety Induction at Qatar Gas, QChem, Pearl GTL, TEKFEN QAPCO, RLOC
- PMC Safety Induction at Qatar Gas, Qatar
- Heat Stress Training at Pearl GTL, Qatar

- *Commissioning Area CSU Training at Pearl GTL Qatar*
- *Working at Height at Training at Pearl GTL Qatar*
- *HSE Culture Awareness training at Pearl GTL, Qatar*
- *Introduction to FSI, PTW & TSTI training at Pearl GTL, Qatar*
- *Safety Training by Safety Manager*

C. Administration & Logistics

- Maintain day to day administrative and personal services in order to meet requirements and support operations
- Work with other departments to coordinate and plan smooth running of the company
- Independently carrying a portfolio of responsibilities under the departments like managing committees securing approvals and providing communications
- Provide expert guidance and leadership to more junior staff.
- Implement and monitor support services including procurement of supplies, transport, travel, communication, engineering and IT support
- Produce major report to Management
- Work with Management & departments to develop and implement policies & procedures.
- Oversees facility, technology and material consumed/utilized in all departments
- Establish & maintain reliable filing and archiving system that is easily accessible and well controlled in terms of information Safety.
- Working in both technical & accounting environment within the policies & procedures of the company.
- Prepare & upload Pre-Qualification documents and Assist in Bid document preparation

Training related to Administration

- *Sage ERP Accpac Training*
- *Nexus Web Portal Training at Pearl GTL, Qatar*
- *Progress Payment Certificate Training at Pearl GTL, Qatar*
- *Procurement Software (Peach Tree) Training*
- *Trained Purchase module in Sage ERP Accpac Accounting Software*
- *Trained Purchase module in Odoo CRM*

ACHIEVEMENTS

- *Successfully completed ISO 9001:2015 & ISO 45001:2018 audits on December 2018*
- *Successfully Completed Recertification audit on June 2016*
- *Vital role in GSP's continual improvement.*
- *Vital role in GSP's ISO certification & development of Quality Manual*
- *Role in development of GSP's HSE & Training Manuals & Toolbox Talks*
- *Development of GSP's Company Profile*

III. Admin & QA/QC Manager, M/s.FABIS, at Cochin. (2005 December to 2009 February)

Duties & Responsibilities: -

- Office & Projects Managing/Coordination
- Coordination of Clients, Contractors & Consultants
- Arrange meeting of all the above
- Document Control
- Preparing, analyzing database & reporting to Management.

IV. Entrepreneur for Akshaya E-Literacy Project, Cochin (2005 Dec to 2007 Dec)

Duties & Responsibilities: -

- To make rural people Computer Literate.
- To promote the advantages of Computer & Internet to local people.
- To make IT enabled service.

V. Production in Charge/Quality Controller, M/s.Jonarin Chemicals, Cochin (1993-2005)

Duties & Responsibilities: -

- Production
- Quality & Document Control
- Research & Development
- Store Control

VI. Graduate Apprentice, M/s. Hindustan Insecticides Ltd, Cochin (1992-1993)

Duties & Responsibilities: -

- Plant Study
- Project Work
- Assignments

VII. Production In Charge, M/s. Veera Treat woods, Cochin (1991-1992)

Duties & Responsibilities: -

- To make Quality Products in Time

QUALIFICATION

- B-Tech Chemical Engineering, University of Kerala, India (First Class, 1991)
QATAR EMBASSY ATTESTED
- Pre degree-(Maths, Physics, Chemistry), University of Kerala, India (First Class, 1986)
- S.S.L.C, Board of Public Examinations, Kerala, India (First Class, 1984)

TECHNICAL QUALIFICATION

- ISO / FDIS 9001:2015 Training by SGS Academy, Saudi Arabia in September 2015
- IRCA Certified QMS/Lead Auditor (ISO 9001:2008)
- QMS Internal Auditor (ISO 9001:2008)
- Microsoft Office training by Kerala State IT Mission (Akshaya e-Literacy Projects) India (Word, Excel, PowerPoint, Visio, Outlook and Projects)
- Expert in Adobe Acrobat Pro & Nitro Pro 8 PDF Applications

SPECIALISATION

- ISO 9001:2015 & ISO 45001:2018
- ISO / FDIS 9001:2015
- ISO 9001:2008 QUALITY MANAGEMENT SYSTEM
- Lead Auditor ISO 9001:2008 Standards
- Quality Control, Quality Assurance & Quality Management

PERSONAL SKILLS & QUALITIES

- Perfection, Punctuality, Honest, Perseverance & Creativity
- Effective Technical, Communication Skills
- Hard Working, Strong willed and Self Corrective
- Able to work in adverse conditions
- Team Leadership, Self-motivated and quick learner
- Pleasing Personality
- Aptitude to learn new areas

LINGUISTIC COMMAND

Speak, Read and Write: - English, Hindi & Malayalam

DRIVING LICENSE

Valid LMV license in Bahrain & India

PERSONAL DETAILS

Age & Date of Birth: 51 Years, 26-04-1969

Sex: Male

Marital Status: Married

Nationality: Indian

COUNTRIES VISITED & WORKED

- ***Qatar:*** Gulf Strategic Partners W.L.L (on Mannai Trading Company Visa)
- ***Bahrain:*** (On Gulf Strategic Partners W.L.L, Visa)
: (On Hydrogen Oxygen Technology W.L.L. Visa)
- ***Saudi Arabia:*** (On multiple entry Visa from Gulf Strategic Partners W.L.L, Bahrain)
- ***Kuwait*** (On Al Ghanim Industries Co -Gulf Strategic Partners Parent Company Visa)

DECLARATION

I Baiju.B.S hereby declare that all the above statements made by me are correct to the best of my knowledge and belief.

Place: Al Khobar

Date: 25 June 2020

BAIJU.B.S