

# Toqeen Tariq

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## Professional Summary

Over 03 years of overseeing production activities with continuous development and maintenance of workplace, while coordinating and scheduling work order in an ISO 9001:2015 and ISO 9002 certified company, through continuously practicing Lean and other tools.

## Experiences

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Production Supervisor

Saudi Industries for PVC Pipes & Windows Co. Ltd.

February 2017 - Present

Jeddah, Saudi Arabia

### Routine and Practices;

- Preparing and organizing daily production report certificate, occasional non-conformance reports, material invoice report, and materials mixing reports, manpower attendance sheets and annual vacation plans.
- Utilizing five 5 S techniques to maintain safe and clean work environment by educating and coaching the staff through highlighting its benefits.
- Regularly evaluating and analyzing the capacities of 12 subordinates, and distributing workload appropriately.
- Continuously developing the workplace by phasing out unnecessary equipment for ease of work.
- Easing the work and troubleshooting the source of errors by continuously developing the workplace through exercising CI methodologies.
- Communicating with quality control department and managing timely flow of information to ensure compliance with quality standards.
- Overseeing 3 extrusion line's operations, 1 profile's lamination line operations and assuring profile's quality standards.

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Production Internee

D.G. Khan Cement Company Ltd.

July 2014 – Aug 2014

Khairpur, Pakistan

### Routine and Practices;

- Reviewed weekly production and quality reports assuring the set goals and target achieved.
- Identified areas for improvements after random patrols and discussing solutions with production team.
- Understood, monitored and reported the several quality checks to comply with quality control standards.
- Attended monthly organized workshops for preventive maintenance, quality assurance and control, and human development.
- Witnessed the execution of maintenance tasks, dispatched reports and inventory and stock of raw materials and finished products.
- Participated in annual shut down activities to perform in-depth analysis of capital equipment.

## Accomplishments

Commissioning	Successfully commissioned the new design of 6 profiles through cooperation and assistance of Chinese experts.
Value-addition	Increased value added activities by reducing physical motion and movement of documents through utilization of oracle based system for material requests and maintenance queries.
Retrofitting	Technically assisted in designing and retrofitting the discharge of vacuum pumps for 3 production lines to increase machine performance and lifespan.

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## Strengths

Leadership	Successfully lead 4 member's team in the Final Year Project during course studies. In 3 years, inducted and trained two operators and two helpers.
Versatility	Creatively and innovatively presenting solutions through critical thinking and analytical reasoning.
Agile Learner	Demonstrating ability and willingness to learn from hands-on experience and quickly adapting to New Normals.
Ownership	Responsibly maintaining the valuable resources and securely looking after the confidential information of plant, considering the workplace second home.

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## Skills

Communication	Utilizing effective communication tools such as memos, correspondences, notice boards, sticky sings and markings to track the flow of work.
Lean and Six Sigma	Continually applying tools and techniques such as 5 S and 7 types of wastes for continues development and increasing of value-add activities.
HSEQ Assessment	Has been overseeing health, safety, quality and environmental compliance are accordance with policies and procedures set by company.
Planning / Management	Preparing production report certificate, generating and examining material invoice request, reviewing mixing report, responding to non-conformance report and scheduling, updating and administering manpower.

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## Education

BS in Chemical Engineering COMSATS Institute of Information Technology	2011-2015 Lahore Campus, Pakistan
Higher secondary school certificate Board of intermediate secondary school education	2008 – 2010 Lahore Campus, Pakistan
Secondary school certificate Board of intermediate secondary school education	2006 – 2008 Lahore Campus, Pakistan