**MUHAMMAD ASIM SALEEM**

**QUALITY ASSURANCE DIRECTOR**

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# OBJECTIVE

To secure a career opportunity in the field of Quality Management System with a reputable company, where I can utilize my skills, knowledge and experience to the maximum.

# STRENGTH

Resourceful, analytical and detail‐driven individual with 25 years of experience in the field of Quality Management, with capabilities to define and monitor KPIs and Quality objectives. Strong team member, clear communicator, aggressive in identifying and solving problems. Having deep knowledge about;

* Quality Auditing • Training Need Analysis
* Quality Circles • Risk Based Thinking
* Technical & Management Report writing • Schedule “Q” (Aramco Quality Requirements)
* SPC using Control Charts & Flow Charts

# EDUCATION

* + **M.Sc. Engineering (Metallurgical & Materials Engg.)**

2004: University of Engineering & Tech. Lahore.

# M.B.A (Management)

2002: Preston University, Pakistan

# Post Graduate Diploma (Business Admin.)

1997: University of the Punjab, Lahore.

# B.Sc. Engineering (Metallurgical & Materials Engg.)

1995: University of Engineering & Tech. Lahore

# MEMBERSHIPS AND APPROVALS

* + **Consultant Engineer**

Saudi Council of Engineers

# Professional Engineer

Pakistan Engineering Council

# Saudi Aramco Approved QA Manager / QA‐QC Manager PROFESSIONAL CERTIFICATION AND ACCREDITATIONS

* + **IRCA U.K registered Lead Auditor Transition Course ISO 9001:2015 QMS**

2017; Bureau Veritas, Saudi Arabia

# IRCA U.K registered Lead Auditor Course for ISO‐9001:2000 QMS

2002; IQCS, Singapore

# Post Graduate Diploma (Quality Management)

2002; National University of Science & Technology

# Non‐Destructive Testing (NDT) Level‐II (MT)

*2002;* PITAC, Ministry of Industries, Pakistan

# Certified Quality Professional

2002; Pakistan Institute of Quality Control.

# EMPLOYMENT/ EXPERIENCE

## National Water Company, Ministry of Environment, Water & Agriculture, Saudi Arabia

## Quality Assurance Director

***Duration*** *: Jan 2020 to Date*

***Industry*** *: Government (Utility Services)*

## KEY RESPONSIBILITIES AS QUALITY ASSURANCE DIRECTOR

* Review standard quality management processes, guidelines, procedures, templates and forms
* Develop and improve standard contractual quality requirements
* Monitor the quality performance of projects and highlight major quality issues
* Review and recommend the quality training requirements of staff to higher management
* Approve the proposed corrective actions for non-conformances.
* Supervise quality / compliance audits
* Review and approve quality / compliance audit reports
* Monitor KPIs related to project quality management

## ARKAD ENGINEERING & CONSTRUCTION CO. K.S.A

***Quality Assurance Manager***

***Duration*** *: Feb 2016 to Dec 2019*

***Industry*** *: Oil & Gas*

***Project*** *: Master Gas System, Phase‐II, Western Region K.S.A*

***Client*** *: Aramco* ***Project Value*** *: 2,200 MSAR*

# ARABIAN TECHNOCRATS COMPANY, K.S.A

## QA/QC Manager

***Duration*** *: Apr 2014 to Jan 2016*

***Industry*** *: Oil & Gas*

***Project*** *: Replace HVAC System at NGL Plant, Yanbu, K.S.A*

***Client*** *: Aramco* ***Project Value*** *: 70 MSAR*

# AICCO / ALAA INDUSTRIAL EQUIPMENT FACTORY CO. (AFI), SAUDI ARABIA

## Quality Assurance Manager

***Duration*** *: Aug 2011 to Apr 2014*

***Industry*** *: Oil & Gas*

***Project*** *: Replacement of Auxiliary Control System at Yanbu Refinery, K.S.A*

***Client*** *: Saudi Aramco*

***Project Value*** *: 200 MSAR*

# JOB DESCRIPTION AS QUALITY ASSURANCE MANAGER / QA‐QC MANAGER

**General Responsibilities:**

* + Be part of Recruitment team responsible for hiring of QA/QC personnel.
	+ Be the principal resource person for the Division QA/QC Manager; generally responsible for providing diligent and complete analysis of project quality status.
	+ Forecasting QA/QC Manpower requirements.
	+ Mobilization and de‐mobilization of QA/QC team.
	+ Keep the Division QA/QC Manager informed of the training requirements of Project personnel especially QC team.
	+ Conduct internal quality kick off meeting(s) to ensure project quality requirements are effectively communicated across all disciplines.
	+ Attend weekly Project meetings, coordination with client on all Quality matters and resolving Quality issues on project.
	+ Manage allocated project QA/QC budget and time bookings.

# Project Quality Documentation:

* Preparation, updating and distribution of the Project Quality Plan.
* Preparation/review and updating of Project Quality procedures, Project Inspection & Test Plans and forms.
* Coordination and supervision of activities related to the collation of the “Project Record Books”.

# Risk Management:

* + Ensuring risks and opportunities that affect customers are determined and addressed.
	+ Evaluation of the effectiveness of actions taken to address risks and opportunities.
	+ Perform Qualitative risk analyses and prioritize the identified risk for further analyses.

# Process Monitoring, Tracking and Reporting:

* Set up a process monitoring and tracking mechanism which is reflective of physical progress made with re‐work and rejection percentages.
* Ensure that process monitoring is regularly done in accordance with the approved inspection and test plan.
* Ensure that the process tracking reports are distributed internally and externally.
* Approval of “TWLA Inspection Schedule” for construction and procurement phases.
* Monitoring and analyzing the Project KPIs.
* Preparation and submission of monthly Quality Management Reports.
* Schedule organize and conduct management review meetings.

# Quality Audits:

* Responsible for preparing the project audit schedule in line with the Project Execution Plans, Contract requirements.
* Conducting internal quality audits at 15% & 60% progress stages of Engineering, Procurement and Construction, to verify that the requirements set in the quality plan are being met.
* Review of Non‐conformance reports issued by QC team and conducting Critical Analysis to identify effective corrective actions and process improvements.
* Evaluation of Suppliers/Sub‐contractors’ Quality systems, by means of a planned Audit schedule.
* Verifying the field implementation of the ISO 9001:2008 requirements during product realization phase of the project.

# Trainings:

* Identification of training needs of QA/QC staff.
* Schedule organize and conduct training programs for the QC personnel.

# TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY, (TEVTA) GOVT. OF PUNJAB

## Manager

***Duration*** : July 2004 to August 2011

**KEY RESPONSIBILITIES AS MANAGER (ACADEMICS DEPTT.)**

### **A. In Curriculum Development**

* To work as in-charge of the Curriculum and Manual Development Section of ‘TEVTA’
* To arrange development of Curriculums for newly identified courses of all streams viz Technical, Commerce, Vocational (Male) and Vocational (Female).
* To arrange Up-dating / Revision of Curriculums for existing courses of all streams viz Technical, Commerce, Vocational (Male) and Vocational (Female).
* To arrange development of Manuals for various courses.
* To constitute Curriculum Development and Manual Development Committees.
* To arrange seminars and workshops for Curriculum & Manual Development.
* To liaise with various sectors of economy i.e industry, commerce, service and agriculture for Curriculum and Manual Developments through Chambers of Commerce & Industry.
* To liaise with Higher Education Commission, University of Engineering & Technology, National University of Science & Technology, University of Punjab & other public / Private Sector Universities.
* To Liaise with Punjab Board of Technical Education & Teacher Training Section of Academics Department.
* To liaise with National Vocational & Technical Education Commission (NAVTEC) Islamabad regarding matter related to Diploma of Associate Engineering courses.

### **B. In Teacher / Staff Training**

* To Develop Annual Training Plan according to the identified training needs.
* To Conduct training need analysis for developing need based training programs.
* To Plan, design, and conduct different types of trainings which include pedagogy and Skill Up-gradation related courses for a staff.
* To set the Quality objectives after identification of key performance indicators for all the training Institutes and wings throughout the province.
* To Review and assess the training programs, in order to ensure continued best practice is maintained in line with international standards.
* To administer of all three-training college / Institutes and 08 wings throughout the province.

### **C. In Research, Development & Apprenticeship**

* To Conduct Training Needs Assessments at district level.
* To Conduct feasibility surveys for the establishment of technical, vocational and Commerce institutes at Punjab level.
* To Implement and monitor Apprenticeship training Scheme at Punjab level.
* To review courses offered at TEVTA institutes.
* To Review course of the special studies.

# PIQC INSTITUTE OF QUALITY, Pakistan

## Consulting Engineer / Master Trainer

***Duration*** : June 2002 TO April 2004

***Project*** : Various Projects of QMS / EMS Designing and Implementation

***Name of Client(s)*** : Mechanical Part Manufacturing Industry, Steel and Plastic Pipes

and Ceramics Industries.

# KEY RESPONSIBILITIES AS MANAGER PROJECTS / CONSULTING ENGINEER.

I have been involved in Designing and implementation of Quality Management System and Environment Management Systems for different clients. Some of my major responsibilities were as follow;

* Developing / reviewing Quality Manuals, Quality Plans, Quality Procedures and Support documentation.
* Review, evaluate, & audit the effectiveness of the Quality System, to ensure compliance of work output with the objectives and identification of areas of non‐conformance against specification, standards and codes as specified in the contract.
* Initiating corrective and preventive actions for the non‐conformities identified during internal audits and routine inspections.
* Monitoring of quality assurance processes in order to ensure their effectiveness.
* Participates in vender Quality Audits.
* Setting Quality objectives after identification of key performance indicators.

# MUGHAL STEEL (Pvt.) Ltd. Pakistan

## Manager (QA & Coordination)/ QMR

**Duration** : September 1999 To June 2002. KEY RESPONSIBILITIES.

* + Develop and implement QMS for the company.
	+ Developing Inspection and Test Plans for various work phases.
* Monitoring Calibration of Inspection, Measuring and Testing Equipment.
	+ Develop and implement an Audit program to monitor compliance to the company’s QMS
* Control of Non‐Conforming Products.

# USMAN CASTING WORKS (Pvt.) Ltd. Pakistan

## Assistant Manager QA/QC

**Duration** : Oct. 1995 To August 1999

KEY RESPONSIBILITIES.

* + Conducting different destructive and non‐destructive tests.
	+ Developing Inspection and Test Plans for various work phases.
* Control of Non‐Conforming Products.

# INDUSTRIAL TRAININGS

* Completed a training Program on Accident Prevention, Investigation & Reporting Course. (OSALP)
* Completed a training Program on Organizational Behavior & Crisis Management. (NIPA)
* Completed a regional training program on competency‐based training system. Colombo Plan Staff College, Manila, Philippines.

COMPUTER SKILLS

* Microsoft Office. • MS Project LANGUAGES
* English (Fluent) • Urdu (Fluent)
* Arabic (Beginner) PERSONAL
* Marital status Married