# CURRICULUM VITAE

**Abdul Majeed Khokhar Attari**

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**CAREER SUMMARY:**

I have more then +13 years of experience in the field of Quality/Control, Assurance, Management, Planning with the Major client SAUDI ARAMCO. My key experience mainly is in Oil and Gas/Piping projects. In project line I have been worked and still working in the SAUDI ARAMCO projects eg. Petrofac(both North and South Tanks, and Arms Facilities), JGC (International and middle east), SADARA, SAMSUNG(Shaybah), SK(Wasit Plant, ShawNass Bahrain, MMG, Package#01, 03, 04), DOW, Genoyeer, Bhulman, Phoceenne) and in distribution line with main customers eg SABIC, Gulf Steel, VANLEEUWEN, IRC Germany, IPS China, ALINCO, Pangulf, Al-Kafaah, Ali-Al Gashash, Abdul Karim, Gerab International, . I have a vast experience in leading the Quality Control / Quality Assurance activities like: Representing the Quality Department in Kick-off Meetings, PIMs(Pre-Inspection Meetings) to clear all issues about the PO requirements, all applicable standard(National/International) and specification’s(Customer and International/National) and all ITP issues. Leading all documentation submissions for approval until get them approved if available then through J-PLUSP software. Coordinating fully with technical sales department in the different project’s phases like Coordination Phase, Initiation Phase - Document Approval, Initiation Phase - Release for Production, Initiation Phase - Release of Starting Material, Initiation Phase, Offer Placement Phase, Project Organization and Fundamental Guidelines, Forecast Inspection Plans/Schedules/progress reports/look ahead schedules, updating about the results of inspections done as agreed hold, witness points, preparation of MRBs(Manufacturer Record Book) etc. My typical professional experience gave me a very vast thorough knowledge about a big range of famous National, International, Customer specific(Mainly Saudi Aramco) Standards and Specifications like ASTMs, ASME Sections, EN, BS, DI, NACE, ASNT, AWS, PED, AD2000Markblatt, ISO, SASO, SAEPs, SAMSS etc. Due to my previous practical/hand on experience I have strong leadership in Final Inspection(Dimensional as per applicable ITP/Drawings/Dimension sheets), Destructive Testing(Impact, Tensile, Hardness), Non Destructive Testing (MPI, Visual, Marking, UT thickness testing, Colour Coding, Packing), MTC(Material Test Report) issuance and control(for base material/finished products), Customer Claim Management through latest Lotus Notes Database system, Control of Non conforming material and documents, Control of documents and records, Continuous Improvement through Root cause/correction/corrective and preventive action analyses of Internal and External NCRs, Making supplier claims, Control of measurement and test equipment though there Calibration in a timely manner and entry/monitoring through Notes Database, Plan, audit and arrange for the Internal audits, management reviews and refresher trainings, evaluation of all suppliers/service providers and updating the AML accordingly, Preparation/Review/Revision of the ITPs, Forms, Procedures, Work Instructions and internal specifications etc. Ernefittings Middle East Co. Ltd. Is a daughter company of Erne group World wide, loaded fully with latest ERP controlled systematic European software tool and environment.

**OBJECTIVE:**

To achieve excellence through hard work and commitment to my duties. Looking for an organization that provides me a professional environment where I can polish and prove my skills. Seeking an opportunity to exhibit my skills and abilities that offer professional growth while being successful, innovative and flexible Creativity, flexibility to work long hours, willingness to do tasks beyond my responsibilities, ability to interact, skilled in handling people & To work in a challenging & dynamic environment & to keep the value adding to the organization, which I represent & serve.

**QUALIFICATIONS:**

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| 2000 **Metric** M.C. Boys High School Lahore Pakistan (Specially Got 100% Marks in Math) |
| 2003 **D.A.E. (Diploma of Associate Engineering in Mechanical Technology)** G.C.T. Lahore from Punjab Board of Technical Education Lahore Pakistan  |
| 2005 **Trade Training (Metallurgy engineering)** From Pakistan Institute of Technology |
| 2008 **Auto Cad** From Pakistan Industrial Technical Assistance Centre(PITAC) Lahore. |
| 2011 **ASNT Level II** Magnetic Particle Examination(**MPT**),Radiography testing(**RT**),Ultrasonic testing(**UT**),Penetration testing(**PT**)2012 **SNT-TC-1A Level-II in Magnetic Particle Inspection(By Erne fittings middle east. Co. Ltd)** |
| Sep,2011 **ISO 9001:2008 Awareness Training** From TUV Nord Head office Dammam Saudi Arabia |
| Sep,2011 **ISO 9001:2008 Internal Quality Auditor Training** From TUV Nord Head office Dammam Saudi Arabia |
| Jan,2016 **ISO 9001:2015(Latest revision) IRCA Certified QMS Lead Auditor Training** From TUV Nord Head office Dammam Saudi Arabia / Certificate from Germany |
| 2011 **Quality Documentation Control Training** By Head of Quality Management Erne fittings GMBH KG(Austria).Europe |
| 2011 **Training on Establishing/Revision of new Procedures/Process Descriptions, work instructions, ITPs, Forms and Generals.** By Head of Quality Management Erne fittings GMBH KG(Austria).Europe |
| 2012 **Training on different standards like: ASTM, ASME, BS, NACE, EN, DI, PED(Pressure Equipment Directives), AD2000 Markblatt, etc.** By Head of Quality Management Erne fittings GMBH KG(Austria).Europe |
| 2011 **Training on Operating of Computerized Tensile Testing Machine(ZWICK / REOL 100KN),Impact Testing Machine (WOLPERT INSTRUMENTS 300J) and Hardness Testing Machine(WOLPERT UNIVERSAL TESTER N930) MPI Equipment, UT thickness testing equipment and different Inspection Techniques**.By Head of Quality Control Erne fittings GMBH KG(Austria).Europe |
| 2013 **Training on TPM(Total Productive Management), 5S and CIP.** |

**COMPUTER SKILLS:**

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| MS Office, PDA Software, ERP System( INFOR AS Business & PPS Software), Lotus Notes, Databases |
| Inter Net: Chatting & Surfing, AutoCAD and other mechanical designing soft wares |

**PREVIOUS OUTINGS (EXPERIENCES):**

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| **Erne Fittings Middle East, Saudi Arabia** From Jan, 2011 to still in service. **(Head of Quality Control/-Planning)** |
| **Iqbal engineering company** From 2006 to 2011(As **QA/QC Manager)** |
| **Iqbal engineering company** From 2005 to 2006(As **Quality Inspector**) |
| **Iqbal engineering company** From 2003 to 2005 (As **Production Supervisor**) |

**NATURE OF HAND ON EXPERIENCE:**

 I am working in Erne Fittings Middle East, Saudi Arabia From Jan,2011 to till date as a Head of Quality Control /-planning with the following main Roles & Responsibilities.

* Manage the Quality Department.
* Continually improve Quality Management System.
* Management Representative according to ISO 9001.
* Implement QA in accordance with audits of products and processes.
* Plan, Arrange and Lead the Management Reviews.
* Plan, Arrange and Lead the Internal Audits.
* Handle all ISO, customer and other Quality management system approval’s audits.
* Lead and Monitor the Control of Measurement and Test Equipments
* Lead and Monitor the Control of Documents and Records
* Lead and Monitor the Control of Nonconforming Material and Documents
* Lead the Destructive Testing(DT) activities.
* Lead the Non Destructive Testing(NDT) activities(Mainly MPE).
* Lead the Final Inspection (FI) activities.
* Lead the Marking and colour coding inspection activities.
* Lead the Packing Inspection, IRC for Shipment release process.
* Manage all regulations on safety, take on all required safety equipment, give encouragement to staff on practicing safe working regulations, handle with apparent difficulties at once for inform them to observers.
* Direct and conduct things in accordance with all required standards, including ISO 9001 and other required customer requirements.
* Make sure that training is given to all QA/QC and Production personnel, so that they can perform the assigned tasks effectively;
* Manage the budget of the QA/QC department and its other administrative functions in order to make sure that the operation is effectively conducted, cost saving and well integrated.
* Set up the general requirements for QA/QC specifications and standards for materials, processes as well as finished products for the Centre of Product.
* Evaluate product and disadvantages of the process and therefore suggest solutions including but not limited to making any changes of processes, products or standards of QA/QC where warranted.
* Make QA/QC plans and other required control procedures of the process to insure processes, make sure that work in progress and finish goods qualified with certain standards.
* Managed Quality Assurance Engineering, Quality Control, Failure Analysis, as well as Qualification of Raw Materials, Stability, Final APIs, and Components. Managed all Laboratories Operations.
* Directed, controlled, and staffed the Quality department to ensure support for the execution of Quality Systems. Continually reviewed requirements related to new processes, new product introduction and changes in technology, customer focus as well as safety and environmental regulations.
* Handle third party and customer certifications/approvals/audits(e.g EXXON MOBILE / FERGUSON / PED / AD200 / ARAMCO / SAMSUNG / SK Engineering / VANLEEUWEN / SABIC / Al-KAFAAH / Ali Al-Nassar e.t.c).
* Works inspector according to EN 10204 and AD 2000 W0.
* Handle customer's/External inspections (e.g ARAMCO / SAMSUNG / SK Engineering / VANLEEUWEN / SABIC / Al-KAFAAH / Ali Al-Nassar / Al-Othman e.t.c).
* Supervise final inspection, Destructive testing and Non-destructive Inspection.
* Manage calibration of measurement equipment.
* Supervise handling of nonconformities(NCRs / Corrective and Preventive actions / Follow Up Audits / Regular shop floor Inspection visits).
* Prepare/Make different kinds of Statistics, Analysis.
* Quality planning (establish ITPs, Organization Chart, Departmental Charts, Process Descriptions, Work Instructions e.t.c) based on standards(ISO) and customer specifications.
* Provide training regarding quality management, standards, product quality and measurement & inspection.
* Handle customer complaints(Claim Management System).
* Responsibility to fill different Customers Questionnaires’ with regard to Quality.
* Review the ITPs and the documents prepared by technical sales prior to submission to the customers.
* Provide Necessary Information, Approval Certificates, Issue Uncontrolled Copies of Required documents for the customer approval’s documentation phase.
* Lead the Inspections as required(Level I, Level II).
* Key participate of the Kick-off meetings of different projects(Petrofac, JGC etc.)
* Key participate of the Pre-Inspection meetings(PIM) of different projects(Petrofac, JGC etc.)
* Making QA/QC Inspection plans as per applicable ITP’s Witness and Hold points.
* Lead and all QA/QC Inspections as per ITPs/Inspection Plans.
* Supervise the Compilation of MRB.
* Co-ordinate fully to project coordinator with regard to any QA/QC/QM/QP issues.
* Responsible to maintain the full traceable Inspection Records.
* Lead the TPM(Total Productive Management) Workshops.
* Lead the implementation of 5S’s.
* Lead the CIP(Continuous Improvement Process) by daily updating the 5S’s To Do List by adding new suggestions, ideas, improvement etc.

**GOALS AND ACHEIVEMENTS(GOT IN ERNE FITTINGS MIDDLE EAST CO. LTD. KSA):**

 During my job at this company I have already achieved the following goals

**APPROVAL(DONE):**

* Got PED and AD-W2000 Certification of Management system by certification body TUV NORD Germany.
* Got ISO 9001:2008 Certification and Surveillance Audits by FAHSS/TUV NORD Saudi Arabia.
* Ferguson’s Approval
* Got SABIC Approval
* Got SAMSUNG Approval
* Got SK Engineering Company's Approval.
* EXXON Mobile America's Approval
* VAN LEEUWEN's Approval
* Aramco Approval for MPI
* JGC’S Approval
* Petrofac’s Approval
* And many more approvals

**CUSTOMER'S INSPECTIONS:**

* Successfully completing various direct Aramco, EPC’s (JGC, Petrofac, Cunado/Technicas, Hyundai, ,Unite Business, Petrogas, Samsung, Saipam, SK, JGC, Petrofac, SADARA, DOW, Phoceenne, Genoyeer etc) and third party Inspections(TPI) by the Aramco/Client/Third Party Inspectors on daily bases.

**ACCOMPLISHMENTS:**

* Successfully accomplished various customer complaints regarding quality of the product.
* Removed many critical and complicated defects in a very short time
* Monitoring progress of job assigned to QC Inspectors/other QA/QC Staff.
* Supervision, monitoring and control of materials management. According to MTC’s.
* To ensure completion of development & production/inspection work as per agreed schedules.
* Prepare ITPs/PDs/WIs/SPs/AML/FMs for all related Quality Activity
* Prepare weekly/Two weeks look ahead schedules and monthly QC report to be submitted to the client and to Head office
* Coordinate with the client for updating Project Quality Documents, Drawing Register and transmittal
* Distribute all required project documents to the . inspectors/supervisors involved
* Updating all QC Documents Indexes.

**OTHER RESPONSIBILITIES:**

* To improve the quality of the product as per standards.
* To manage all the manpower and resources in order to achieve the quality.
* To answer and solve the customer complaints regarding quality of product.
* To set all the parameters according to customers satisfaction.
* To arrange the weekly/monthly quality review meeting.
* To find out the root cause of defects and also give the remedies in order to minimize the problems.
* To get implementation on the remedies.

**NATURE OF HAND ON EXPERIENCE:**

 I have been worked in Iqbal engineering company as a QA/AC Manager with following responsibilities.

1. **INSPECTION OF PRE-MATERIAL:**

 Lead the Inspection of Pre-Material as follows.

* Make an action Plan of target work given by Head of Quality regarding the Raw Material, In process and Final Inspection.
* Ensure the work done according to action plan from the team of Quality Inspectors.
* Checking & confirmation of Pre-Material's MTCs (Material test certificates.) & other Documentations. Tele them with the standard requirements (ASME,ASTM,EN,DIN,BS or Internal Standard etc) which ever is mentioned in ITP(Inspection and Test Plan).
* Ensure the Visual, Dimensional, Destructive and Non-Destructive testing of Pre-Material as per Process Description/Procedure and Work Instructions and ITP(Inspection and Test Plan).
* Do the necessary Documentation(Make NCR or Release the Step in Production Papers).
* Enter the availed data of material in the ERP System and release the Material for next Process.
1. **IN PROCESS INSPECTION:**

 This inspection consists of following steps.

* Lead the measurements Inspection of the job during different processes as and where mentioned in the working order to insure the 100% achievement of quality target by controlling it during fabrication.
1. **FINAL INSPECTION:**

 This inspection consists of following steps.

* Ensure to inspect the complete measurements as per standard/Applicable ITP using Drawing/Dimension sheet and Inspection Equipments.
* Lead all **Destructive Testing(Tensile,Impact,Hardness)** as required.
* Lead all **Non Destructive** **Testing(MPT or PT)** as required.
* Check the thickness of chrome plating with thickness meter.
* Lead all other testing as per the requirement of the job.
* Ensure that only the good Quality Products should be released.
1. **CLEARANCE OF CUSTOMER’S INSPECTION:**

 This inspection consists of following steps.

* In this stage i make sure to clear the TPI(Third Party Inspection) or quality inspection from our customer’s inspection Team.
1. **CALIBRATION:**

Leads the calibrations as follows :

* Make a list of all testing machines & measuring equipments
* Make a calibration plan
* Arrange for the external calibration of the equipments in time
* Perform internal Calibration
* Update the calibration records(Fill the calibration Form, Calibration Plan, List of Measurement and test Equipments ).
1. **CONTROL OF NONCONFORMING MATERIALS AND DOCUMENTS:**
* Make the NCRs when necessary.
* Mark the material for clear Identification and tracebility and to avoid unintented use of Nonconformed Material and Documents.
* Witness the Scrap of material.
1. **CONTROL OF DOCUMENTS AND RECORDS:**
* Make sure the proper handling of Controlled, Uncontrolled & other types of Documents as per standard procedures.
* Maintain the List of controlled documents(Withdrawal & valid documents)
* Maintain the Document Issue - Distribution List.
* Ensure that the latest revisions of the Documents should be available to the receivers of these documents an
* withdraw the old revisions.
* Maintain the Master List of Documents and also the Master copies of all the Documents.

**NATURE OF HAND ON EXPERIENCE :**

 I have been worked in Iqbal engineering company as a Quality Inspector with the following responsibilities.

1. **INSPECTION OF PRE-MATERIAL(INCOMING INSPECTION):**

 This inspection consists of following steps.

* Checking & confirmation of Pre-Material's MTCs (Material test certificates.) & other Documentations. Tele them with the standard requirements (ASME,ASTM,EN,DIN,BS or Internal Standard etc) which ever is mentioned in ITP(Inspection and Test Plan) according to Process Description and Work Instruction.
* Ensure the Visual, Dimensional, Destructive and Non-Destructive testing of Pre-Material as per Process Description/Procedure and Work InstructionS, ITP(Inspection and Test Plan) and Checklist.
* Give the complete report to the senior (To Make NCR or Release the Step in Production Papers).
* Assist in External Inspection.
1. **IN PROCESS INSPECTION:**

 This inspection consists of following steps.

* Check the measurements of the job during different processes as and where mentioned in the working order and ITP to insure the 100% achievement of quality target by controlling it during fabrication.
1. **FINAL INSPECTION:**

 This inspection consists of following steps.

* Perform visual Inspection and control of Marking.
* Check complete measurements(Final Inspection) as per standard/Applicable ITP using dimension sheet/Drawing and inspection Equipments.
* Carry out all **Destructive Testing (Tensile, Impact, Hardness)** as required.
* Carry out all **Non Destructive** **Testing(MPT or PT)** as required.
* Check the thickness of Paint with Micro thickness meter.
* Carry out all other testing as per the requirement of the job.

**NATURE OF HAND ON EXPERIENCE :**

 I have been worked in Iqbal engineering co. As a Production cum Maintenance Supervisor of mechanical production department which consist of following workshops.

1. **MACHINE SHOP:**

 This shop consist of following machines.

 Lathe machine, Milling machine, Shaper machine, Planner machine, Slotting machine, Drill machine.

1. **METAL PARTS PRODUCTION SHOP:**

 This shop consist of following machines.

 Hydraulic Folding press, Hydraulic Shearing machine, Pneumatic Shearing machine, PEHAKA Band Saw,

 Circular Saw, Grinding machine, Grinding Sand Belt, Tube Bending machine, Tube Flaring machine, ASEA

 Press

1. **C.N.C SHOP:**

 This shop consist of following machines.

 CNC Milling machine (MAHO), CNC Lathe machine

1. **HEAT TREATMENT SHOP:**

 Following operations was going on in this shop.

 Anodizing, Annealing, Hardening, Case hardening, Tempering e.t.c.

**RESPONSIBILITIES:**

* To manage all the manpower and required resources to provide maximum production & to avoid possible breakdowns & to minimize the stopping in production line.
* Supervision of all process activities.
* Supervision of production planning.
* Supervision of maintenance planning.
* Ensure that production targets, as agreed with the marketing department, are met in time in an efficient and economical manner.
* To ensure completion of development & production work as per agreed schedules.
* Provide leadership, develop team spirit and motivate Plant personnel to achieve better result
* To plane the maintenance schedule and to make sure about the daily weekly, monthly and yearly maintenance.
* Supervision of production planning.
* Supervision of maintenance planning.
* Ensure that production targets, as agreed with the marketing department, are met in time in an efficient and economical manner.
* To ensure completion of development & production work as per agreed schedules.
* To ensure complete harmony and co-ordination between various departments of the factory viz., production, quality, maintenance, administration, all stores.
* Appraisal of performance annually of head of department and other immediate subordinates.
* Responsible for all activities at factory for 24 hours.
* Monitoring of progress of job assigned to head of departments.
* Supervision, monitoring and control of materials management
* Identification of training needs of head of departments and devising and implementation of training plans
* To prepare spare parts for the replacement to avoid breakdowns.
* To maintain the proper working of machines.
* To improve the quality of the product as per standards.
* To answer and solve the customer complains regarding quality of product.
* To set all the parameters according to customers satisfaction.

**TRADE TRAINING:**

 I have got 6 months training (metallurgy, metal work) from Pakistan Institute of technology as a representative of my company & feel honor to say I stood first in my badge and got an aggregate marks of 87.62%.

 During this training I have studied the following topics.

* Characteristics of different metals.
* Iron & its alloys. (Characteristics & Composition)
* Aluminum & its alloys.
* Titanium, lead.
* Different type of steel (Nickel steel, Invar steel, etc)
* Composite material.
* Different heat treatment operations (Hardening, tempering, annealing, etc)
* The behavior of metals on different temperatures (Recalsence, Decalescence)
* Metallic temperatures (Melting point, Critical points, Critical temperature, Eutectic temperature, Boiling point)
* And many more which I can’t write.

**THE SPORTING LIFE**

**PROFESSIONAL ATTITUDE:**

* With optimistic mindset, Committed to professionalism.
* I have a deep knowledge about ISO,ASME,ASTM,ASNT,BS,EN,DIN,SNT and some other international standards.
* Loyal to work and can work for extended hours.
* Highly organized, Can work under strict deadline schedules.
* Have excellent written and verbal English communication skills.

**INTERESTS AND ACTIVITIES:**

* Very deep intrest in getting islamic knowledge(Reading Holy Quran,Ahadees and islamic books specially written by Aala Hazrat, Ameer e Ahle sunnat and Maktaba tul Madinah).
* I am interest in study, although my important subject is math and drawing because math and drawing is base of engineering
* I am also interested in Public Speaking and Debating, having represented my school at both disciplines.
* Uses Internet and consults Books for being updated with new events about my professional and general concerns.

**PERSONALITY AND CHARACTER:**

* I am a sophisticated person, not very calm and not very talkative.
* In my casual life I am a very simple person & cooperative.
* I love sports & exercise beside studies but due to my business I give congested time to sports and game

#### SPECIALTIES:

#### QMS Internal Auditor ,QMS 9001:2008 Inspector Training, NDT Level- II, Management & Leadership Development, Decision Making and Problem Solving, ISO-9001:2008 Quality Management Standards ,, adaptable to quality systems, client representative, familiar with international codes and standards ASME, EN, ISO, DIN and ASTM etc.

#### Have worked independently through self-motivation requiring no constant supervision. Confident in handling negotiations that require the reconciliation of different approaches to otherwise common problems. Possess excellent verbal and writing skills through both traditional and new online communication methodologies. Have managerial experience and tremendous abilities as both a team leader and contributing team member.

**SKILLS AND QUALITIES:**

 My academic career, work experience and extracurricular activities have helped me to develop a number of skills, such as:

* Confident to handle the Production and Quality Control/Assurance/Management/Planning activities as specified in the drawings and applicable Standards/Specifications.
* Planning work execution as per work vendor specifications / requirements & work target.
* Preliminary inspection of materials of construction & reviewing the material mill certificate.
* Proven expertise in coordinating with client, consultants, subcontractors and production workers.
* Familiar in Industrial HSE related systems and Procedures.
* Manage mechanical spares and consumable stock for QC.
* Strong base in Mechanical Engineering and related fields
* Good business English.
* Good knowledge in Computer systems including EPR-Systems.
* Good meeting skills.
* Good time management.
* Experience in managing others
* An ability to perform under pressure
* An ability to research and collate complicated information.
* An ability to communicate effectively with anyone and deal with other people’s problems.
* Confidence at public speaking and a willingness to take on responsibility.

**PERSONAL PROFILE:**

Full Name : Abdul Majeed Khokhar Attari

Sex : Male

Marital status : Married

Religion : Islam

Nationality : Pakistani

Iqama No : 2303652602

Languages Known : English, Urdu, Hindi, Arabic/Korean/German(Informative) and Punjabi.

**REFERENCE: *Will be furnished upon request****.*