



## Muhammed Ameen

Mechanical Engineer, Lead Auditor, Quality Assurance, Risk Management Expert  
ISO 9001, ISO 14001, ISO 45001, ISO 50001, WordPress, Divi Builder

Greatly motivated and results-driven Audit professional with over 10 years of experience in the field of QMS, EMS, HSE & EnMS by working with different industries including Certification Body- TUV NORD. Having an in-depth understanding of the Management System Standards, for carrying out Consultancy, Training and Auditing. Moreover, a good Industrial experience is gained while employed as Internal Auditor in a reputed Paper Recycling Company. Creative problem solver, with a keen attention to Standards requirements and quality. With credentials as the Bachelor of Mechanical Engineer seeking career enriching senior assignments to lead Auditing, taking audit initiatives and enhancing the Management System within the Organization.

### Major Positions Held

#### Lead Auditor, Internal Auditor

Total 12 Years of experience

#### Quality Assurance

Total 14 Years of experience

#### Health & Safety

Total 12 Years of experience

#### Environment

Total 05 Years of experience

#### Aramco Audits

Total 05 Years of experience

### ISO Standards Skills

9 / 10

ISO 9001

9 / 10

ISO 14001

9 / 10

ISO 45001

7 / 10

ISO 50001

5 / 10

ISO 22000 & ISO 17025

### Education

BE Mechanical Engineering - Completed in 2007  
College Anjuman Engineering College

### Trainings

IRCA Approved Lead Auditor Certificate Course ISO 9001  
IRCA Approved Lead Auditor Certificate Course ISO 14001  
IRCA Approved Lead Auditor Certificate Course ISO 45001  
IRCA Approved Lead Auditor Certificate Course ISO 50001  
Six Sigma Green Belt  
Training on Risk Management  
Awareness on ISO 27001  
Awareness on SQAS

### Achievements

- Developed an effective online system for ISO requirements
- Successfully completed ISO 9001:2008 Consultancy of Saudi Aramco Jeddah Refinery
- Conducted Training in many companies including Saudi Aramco for Documentation, Awareness & Internal auditor.
- Supported many companies as a consultant for achieving ISO 9001:2008 & ISO 9001:2015 Certification
- Supported many companies as a consultant for achieving ISO 14001:2004 & ISO 14001:2015 Certification.
- Supported many companies as a consultant for achieving ISO 45001 Certification.

Core Skills	Other Skills	Language Skills
Quality Assurance	Web Design - WP, Divi	English
Audit	Cgbod - ISO web Apl	Arabic
Training	Technical Writing	Malayalam
Consultancy	Visio, Outlook	
ISO Standards	Microsoft Office (Word, Excel, PowerPoint)	
Health, Safety & Environment		
Technical Writing (Policy, Procedure, Manual drafting)		

## EMPLOYMENT HISTORY

ARAB PAPER MANUFACTURING COMPANY (WARAQ), SAUDI ARABIA

Presently as Internal Auditor (IMS), Management Representative (Jan 2017 – Present) |Full Time|

### Scope & Responsibility

As **IMS Internal Auditor & Risk Management specialist**, the main responsibilities include:

- Prepare and follow the IMS audit plan covering all processes that affect quality, health, safety and environmental aspects.
- Review IMS policies and procedures and suggest improvements controls based on ISO 9001, ISO 14001 & ISO 45001 requirements.
- Conduct/assist IMS audit and evaluate different areas and processes of the company to monitor compliance to applicable Standards, existing policies and procedures of the company
- Finalize each audit as per audit plan and submit Audit Reports and findings to Internal Audit Manager along with recommendations.
- Follow the prescribed audit program; interviews appropriate personnel; accumulate, verify and analyze available data; observe actual practices and evaluate functional operational techniques; and identifies existing or potential problem areas.
- Coordinate findings, recommends changes with a

Auditing based on ISO 9001

Auditing based on ISO 14001

Auditing based on ISO 45001

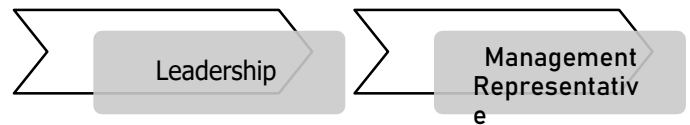
Auditing Based on ISO 50001

supervisor, and incorporates approved changes into the IMS.

- Identify possible causes or contributing factors relating to problems and assist & Coordinate to designs tentative solutions; with a supervisor (Auditee). Assist with follow-up audits, as required
- Presenting the audit findings in front of top management (MD/CEO).
- Governance framework, including the Internal Control Framework, Policies and Delegation of Authority
- Enterprise Risk Management (ERM) Framework to identify, assess, manage and monitor/report on key risks.

As a **Management Representative**, the main responsibilities include:

- Coordinate with the various departments of company in regards to IMS certification.
- Prepare Standard Operating Procedures and other system requirements in consultation with the various departments, recommend improvement to existing procedures and standardizes forms used in preparation to and as a requirement for System certification.
- Assist in the preparation and maintenance of the company for IMS (ISO 45001, ISO 14001, and ISO 9001) Certification.

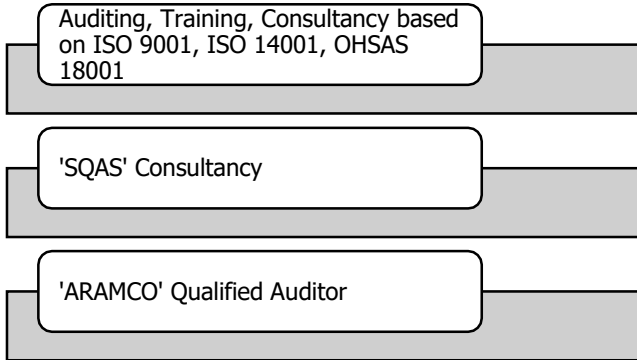


- Check the effectiveness of the Integrated Management System and the implementation of existing policies and procedures necessary for the attainment of company objectives.
- Assist in drawing up strategies and action plans to attain objectives and effectively implement the formulated corrective and preventive actions.
- Recommend measures on improving the Integrated Management System and maintain the Company's Integrated Management System Certification. Coordinate with External parties on matters relating to Integrated Management System.
- Promote awareness to all individuals of the organization on the IMS Standards and other existing policies and procedures of the company through trainings and presentations. Prepare training and presentation materials for QHSE, for improving awareness.
- Coordinated to plan and conduct management review.
- Prepared, Updated and maintained the QHSE Page in the SharePoint.
- Maintain and control records and documents of the QHSE Department through SharePoint.
- Lead the transition project for following  
ISO 9001:2008 to ISO 9001:2015  
ISO 14001:2004 to ISO 14001:2015  
OHSAS 18001:2007 to ISO 45001:2015

**Scope & Responsibility**

As **Trainer**, the main responsibilities include:

- Establish and define the structure of the learning context
- Guide the learner by providing philosophical overview of training content, process and context
- Usage of variety of training strategies and learning experience such as GD, Group Exercises, Multimedia, Role-plays, simulations etc.
- Facilitate group process by introducing members to one another, supporting collaborative relationship in the group and guiding cooperative learning and problem solving
- Serving as content resource person providing basic content for learners, which is complete and up-to-date.
- Respond to questions positively, guide group discussions
- Observing and tracking learning process
- Incorporate and integrate the talents and resources of all of the individuals in the group.
- Elicit feedback and modulate training based on feedback and learning gained in training process.



As **Consultant**, the main responsibilities include:

- Assisted in developing Management System - processes, procedures, objectives, Quality Manual, controlled documentation, records, functions and services to lead to ISO 9001:2008, ISO 14001:2004, ISO 17025:2005 & OHSAS 18001:2007, SQAS, RC 14001 certifications.
- Assist in populating and manipulating the document control management tool.
- Assisted in identifying and fulfilling all requirements of the above listed standards.
- Assisted to identify Environmental Aspects from all activities and to determine significant environmental impacts from them. Also to identify Safety Hazards and to determine Risk Assessment in OHSAS 18001:2007 Standard.
- Assisted to set quality objectives, Environmental/Safety Objectives, Policy.
- Assisted to conduct Internal Audits, Data Analysis and Management review and to implement corrective and preventive actions.

- Develop an internal auditing program that leads to better operational performance, compliance with governance, and visibility of possible certification shortfalls.
- Identify and address, with the senior leadership, organizational issues that hinder the development of a certified process-centric organization.
  - Assist in developing appropriate in-process inspections and peer reviews to include criteria and recording.
  - Assist in building customer satisfaction performance measurement system to include collection, analysis, and process improvement.

As **Lead Auditor**, the main responsibilities include:

- Preparation of Audit plan which include the scope, objective of audit.
- Identification of functional unit and process to be audited in organization.
- Roles and responsibility of audit team member is assigned.
- Identify Auditee representative for audit and reporting language is set
- Assigning and distribution of Audits in audit team taking role of a Lead Auditor.
- Review information relevant to audit assignments and preparation of audit documents
- Lead the opening meeting, presentation of the plan, purpose, and procedure of the audit in opening meeting.
  - Fine tuning of plan in the opening meeting.
  - Collection and verification of information - for appropriate sample audit evidence to be recorded.
  - Generation of audit findings based on audit criteria. Categorization of such findings to different levels like Major and Minor Non conformities, Potential improvements, good points etc
  - Preparations of audit conclusions by reviewing audit findings as per appropriate data collection and discuss audit follow up.
  - Conduct closing meeting, concluded by presenting audit findings such that its understood and acknowledged by the Auditee and the Organization
  - Preparation, approval and distribution of the audit report and declaration of final result & decision of the audit team.
  - Planning and conducting follow up audit or follow up of all findings if required.

ELMACON, SAUDI ARABIA

As Quality Engineer |March 2009 – February 2010|Full Time|1 Year

Scope & Responsibility

- Devising and establishing a company's quality procedures, standards and specifications;
- Reviewing customer requirements and ensuring that they are met;
- Working with purchasing staff to establish quality requirements from external suppliers;
- Setting standards for quality as well as health and safety;
- Making sure that manufacturing or production processes meet international and national standards;
- Defining quality procedures in conjunction with operating staff;
- Setting up and maintaining controls and documentation procedures;
- Monitoring performance by gathering relevant data and producing statistical reports;
- Preparing clear explanatory documents such as customers' charters.

Saudi Air Condition Manufacturing Company (SAMCO) – Carrier - | SAUDI ARABIA |

As Quality Engineer |September 2007 – March 2009|Full Time|1.5 Years

- Involved in part of Implementation of successful Quality strategies.
- Team work to Develop and implement Quality Procedures.
- Managing and leading a batch of QC Inspectors.
- Entrusted with doing Quality up gradation research and experimenting whilst supporting production.
- Internal Auditing of different areas.
- Managing and monitoring Quality inspectional activities in different areas like Incoming, in process and Final.
- Responsible for formulating Quality Improvement Drives based on customer requirement and element functionality.
- Conducting Quality Improvement Programs and carry out Quality Review meetings.
- Develop Quality targets geared towards customer/market penetration and stability, and formulation of feedbacks.
- Develop and execute comprehensive Quality plans and programs, both short and long range, to support sales and revenue objectives of organization.
- Establish strategic Quality plans to achieve corporate objectives for products and services.
- Scheduling Inspectors areas of work and receiving, monitoring the station reports on daily basis.
- Internal audits for 5S as well as Environmental and human safety.
- Prepare Calibration schedules and calibrated many instruments.
- Paint shop, Coil shop and Press shop controls.
- Control Drawings and Documents for all the departments of Quality.
- Conduct Receiving Inspection, Welding Inspection, First piece Inspection and Roving Inspection

Some Aramco projects audited

Company	Audit Type	Project	Criteria
SIEMENS LTD Saudi Arabia	Internal Audit at 15% Construction Progress	Data Acquisition System for SA00 Water Injection Wells	PQP# SA-Ghawar-D-200003, Schedule Q
H. K. Al Sadiq Sons Company	Internal Audit at 60% Design Progress	Juaymah Cogeneration Interconnection Facilities	Schedule Q, PQP# HKSS-01-1253-PCQP001
H. K. Al Sadiq Sons Company	Internal Audit at 15% Construction Progress	Juaymah Cogeneration Interconnection Facilities	Schedule Q, PQP# HKSS-01-1253-PCQP001
International Centrefor Contracting Co. (ICC)	Internal Audit at 15% Construction Progress	KAUST - Perimter Security Systems	PQP# P104/ICC/PQP/001 Rev 04, Schedule Q
H. K. Al Sadiq Sons Company	Internal Audit at 60% Construction Progress	Juaymah Cogeneration Interconnection Facilities	Schedule Q, PQP# HKSS-01-1253-PCQP001
International Centrefor Contracting Co. (ICC)	Internal Audit at 60% Procurement Progress	KAUST - Perimter Security Systems	PQP# P104/ICC/PQP/001 Rev 04, Schedule Q