

# JAFAR RAZA

## QA/QC (MECHANICAL) ENGINEER

### CAREER OVERVIEW

Highly talented professional with effective multi-tasking aptitude, bringing 6 years of combined experience in fields of QA/QC, HSE & Production, offering sound knowledge of quality assurance procedures to production implementation.

### KEY COMPETENCIES

- Possess strong communication skills, including ability to interact in a team environment
- Strong attention to detail and accuracy
- Proficiency in Microsoft Windows and Microsoft Office
- Familiarity with software-based task management tools (To-Do, Britix24)
- Experience developing management systems manual, procedures & work instructions.
- Extremely motivated, quick learner with excellent knowledge retention
- Highly organized with the ability to prioritize tasks efficiently
- Natural leader, mentor, and team player
- Passionate self-starter driven to produce results

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### WORK SUMMARY

#### QA/QC Engineer

Industrial Systems Group | Dec 2018 - present

- Ensured that company's customers are happy and worry free
- Created & Maintained the quality management system procedures that are followed by all employees
- Ensure all manufactured products meet company and industry quality standards

#### Production & QC Engineer

Industrial Systems Group-EREMU | Nov 2015 - Nov 2017

- Maximized the efficiency of the production process
- Prevented defects, used testing equipment, assigning tasks to technicians.

### ACADEMIC BACKGROUND

#### NED University of Engineering and Technology, Karachi, Pakistan

Bachelor of Mechanical Engineering | Jan 2014

- Bachelor of Engineering in Mechanical Engineering
- Graduated with 1st Division on Jan 2014
- Participated in Project: Design of Portable Computerized Maintenance Management System

#### Pakistan International School, Al-Khobar, Saudi Arabia

Pre-Engineering (Intermediate) | March 2009

- Pre-Engineering Level
- Graduated with grade 'A' in 2009

### PROFESSIONAL MEMBERSHIPS

- Saudi Engineering Council (Registered Engineer)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE)
- Pakistan Engineering Council (PEC) (Registered Engineer)

### LANGUAGES

- English: excellent in writing, reading, and speaking
- Urdu (Native)
- Arabic (Basic Level Certified by Humanities Department, NED, Karachi)
- Spanish(Basic Level)

# CAREER PROGRESS

**2015** ▶ Started working as Trainee Inside Sales Engineer under Supervision of Director of Electrical Division AKH.

**2015** ▶ Transferred by Director on the Request of Plant Manager to Eremu factory as Production & QC Engineer

**2015-2017** ▶ **PRODUCTION AND QUALITY ENG.**  
Trained by EREMU Plant Manager, performed duties as Production and Quality Engineer for Transformer Manufacturing Plant, processed several orders professionally; admired by Plant Manager Mr. Argoitz Ramos

**2016-2017** ▶ **PRODUCTION SUPERVISOR**  
Seeing superior abilities, Director of Electrical Division AKH in consultation with Plant Manager appointed me as Production Supervisor for Command & Control Cubicles for Riyadh Metro Project.

**2018** ▶ **JOINED INDUSTRIAL SYSTEM GROUP**  
Closer of EREMU facility, led to transfer from EREMU to Main ISG, on recommendation of Plant Manager, approved by ISG's General Manager.

**2018** ▶ **QUALITY CONTROL ENGINEER**  
Appointed by the General Manager under Supervision of Quality Assurance Manager as Quality Control Engineer-Mechanical at Fabrication Area of ISG.

**2018** ▶ **QUALITY ASSURANCE COORDINATOR**  
Task assigned by QA Manager to upgrade AKH quality system to ISO 9001:2015 certification. By embracing my proficiency, AKH Group saved over 40,000 SAR in third party consulting fees.

**2019** ▶ **QUALITY ASSURANCE ENGINEER**  
Raised to QA position by QA Manager as a result of General Manager's recognition of my job diligence.

**2020-** ▶ **QA/QC ENGINEER, ASST.EMR & QA COORDINATOR**  
Currently serving as Quality Assurance Engineer , Asst. Environmental Management Representative at ISG & as QA Coordinator at AKH Group.

**EVENTUALLY, MY ULTIMATE GOAL IS TO GET A MANAGEMENT ROLE. I AM INTERESTED IN USING MY KNOWLEDGE TO LEAD TEAMS AND BUILD MORE EFFICIENT AND EFFECTIVE QUALITY SYSTEMS. I ALSO LIKE TO WORK ALONGSIDE OTHER DEPARTMENTS TO HEAR EVERYONE'S VOICE IN THE PROCESS.**

**GRAB OPPORTUNITY AND LEAD**

## DUTIES & RESPONSIBILITIES

### QUALITY ASSURANCE/ QUALITY CONTROL ENGINEER INDUSTRIAL SYSTEMS GROUP- NOV 2015-YET QA:

- Developing and maintaining quality documentation, such as quality procedures, work Instructions, formats., introduced 8 new procedures, 7 new work instructions & multiple formats till date.
  - Ensuring the implementation of QMS, OHS, EMS throughout ISG & AKH & Enhancing these system through continual improvement activities.
  - Working with Quality Assurance Systems data (e.g. Change Controls, Investigations, CAPA, Vendor Management, Non-Conformance Dispositions, Internal audits, Recall Processes)
  - Preparing audit checklists, conducting internal audits & maintaining audit reports.
  - Responsible for review of EX & UL related process such as, certificates, technical documentations and identification of any changes, that effects UL listed & EX-proof products manufactured at ISG.
  - Conducting Root Cause Analysis and implementing corrective / preventive action(s) for customer complaints and process related concerns.
  - Maintaining Equipment Calibration records.
  - Responding to customer complaints & comments.
  - Monitoring and reporting external provider performance.
- QC:**
- Performing incoming quality control activities based on AQL.
  - Performing process inspections at fabrication area in line with ASTM, ASME, ISO & AWS requirements, assuring quality parameters are being met as per company standard & customer requirements.
  - Carrying out inspection, test, or measure materials using gauges, calipers, and micrometers, as well as operating electronic inspection equipment to ensure that all manufactured products(*switch rack ,analyzer shelter etc.*) are inspected to a high standard.
  - Recording inspection results by completing reports, summarizing re-works and wastes, inputting data into quality database, as well as maintaining it.
  - Maintaining raw material traceability records & records of welding inspections done and inspection results for structural welding.
  - Co-ordinate with Third Party for WPS, PQR & Welder Qualifications.

# APPRECIATIONS

## LETTER OF APPRECIATION

2017

Awarded appreciation letter by Plant Manager Mr. Argoitz Ramos for the duties performed with professionalism during 2 years period.

## CERTIFICATE OF COMPETENCE

2018

Awarded by Weidmüller Head of Product Management and R&D Mr. Ralf Dollmann for the only Employee at ISG who achieved highest percentage (85) in EX Representative Exam.

## TOKEN OF GRATITUDE

2019

Business Development Manager of AKH Group, Respected Mr. Bader Al-AbdulKarim awarded me with token of gratitude upon successful completion of AKH quality system up-gradation.

## TOKEN OF APPRECIATION

2021

Business Development Manager of Naizak & ISG, Respected Mr. Mussad Al-AbdulKarim awarded me with token of appreciation in recognition of excellent performance and professionalism.

# ACHIEVEMENTS

## QUALITY SYSTEM UP-GRADATION OF AKH

NOV-2018

Successfully completed in 45 days, the task of up-gradation of AKH quality system from ISO 9001:2008 to ISO 9001:2015, without any minor or major discrepancy.

## QUALITY SYSTEM UP-GRADATION OF ISG

DEC-2018

Successfully completed in 30 days, the task of up-gradation of ISG quality system from ISO 9001:2008 to ISO 9001:2015, without any minor or major discrepancy.

## FIRST ENVIRONMENTAL MANAGEMENT SYSTEM OF ISG

2019

With management recognizing my capabilities as the sole employee capable of handling the environmental certification requirement, tasked me to earn this certificate for ISG. Successfully fulfilled 54 requirements of Environmental Management System within short span of 3 months and ISG earned its first certificate of ISO 14001:2015

## OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM UP-GRADATION OF ISG

2021

Successfully completed the task of up-gradation of ISG's OH&S Management System from OHSAS 18001:2007 to ISO 45001:2018 within a short span of 36 days without any minor or major discrepancy.

# PRODUCTION SUPERVISOR

AKH-ISG PROJECTS DIVISION  
OCT. 2016 - NOV. 2017

MANUFACTURING OF COMMAND & CONTROL CUBICLES FOR RIYADH METRO PROJECT PACKAGE

- Production planning & process control activity for manufacturing of 18 types of Command & Control Cubicles.
- Assigned work instructions to technicians.
- Verified proper installation of PSU devices, Ethernet switch devices, I/O rack components, PLC. Rack components, Led indicators, Thermostats & Radiation Heaters.
- Prepared non-conformity reports and implemented corrective and preventive action for said NCR.
- Reviewed FAT procedures and conducted Pre-FAT prior to final inspection.

# PRODUCTION & QC ENGINEER

INDUSTRIAL SYSTEMS GROUP-EREMU PLANT  
NOV. 2015 - DEC. 2017

- Communicated with customer about their requirements of Dry Type Transformers.
- Prepared Technical Data Sheet as per customer requirement.
- Prepared Production Planning & Process Control Activity.
- Issued, Modified as required and withdrawal Drawings, BOMs for shop floor.
- Prepared and Reviewed Work Instructions.
- Maintained Identification and Traceability at the shop floor.
- Planned & Performed Preventive Maintenance.
- Taken Corrective and Preventive Action pertaining to Product / Process related Non-Conformances.
- Controlled maintenance tools and equipment.
- Prepared QAPs related to department.

# INSIDE SALES ENGINEER

AL-ABDULKARIM HOLDING COMPANY  
MAR. 2015 - NOV. 2015

- Prepared and delivered technical presentations explaining products to customers.
- Prepared specifications sheets, quotations, mark-up sheets & reviewed BOMs and drawings.
- Communicated with customers to assess their needs and to determine requirements.
- Secured multiple orders and coordinated with expediting team for arranging on time delivery.
- Collaborated with sales teams in understanding customer requirements and provided required support.



## BUSINESS RISK ASSESSMENT

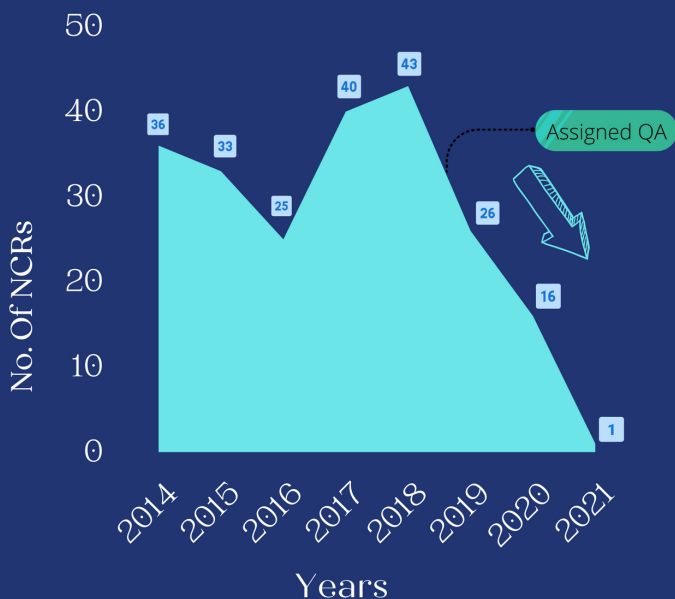
**2018--** ▶ Conducting yearly business risk assessment for AKH & ISG, according to ISO 9001:2015 requirement, lauded by External Auditors

## KNOWLEDGE CENTER AT ISG

Established "Knowledge Center" in 2019, A centralized 'hub' where all information connected to ISG such as its management systems, procedures, work instructions, products documentations are stored, organized, as well as shared, which benefits all departments in managing their tasks and training new employees.

**2018--** ▶ Extraneous efforts applied to improve the processes of Industrial System Group, in turns reduced the level of Non-conformity.

## REDUCTION IN NON-CONFORMITY



## ADDED ROLES

### HSE CERTIFICATION IN-CHARGE

**2021** ▶ Entrusting by my competency, Top Management delegated me the role of up-gradation of Health & Safety Management System for ISG from OHSAS 18001:2007 to New ISO 45001:2018.

### ASSISTANT ENVIRONMENTAL MANAGEMENT REPRESENTATIVE

**2019--** ▶ Additionally assigned by Top Management to handle Environmental Management System requirement for ISG, i.e ISO 14001:2018.

### VIRTUAL ASSISTANT TO GM

**2018--** ▶ Inspired by my skill-sets, General Manager assigned me with several management related tasks such as registration of ISG products at Supplier Registration Channels, preparation of organization charts, presentations, brochure, calendars, training plans etc.

### IT TROUBLESHOOTING SUPPORT

**2017--** ▶ As a passionate worker at ISG & know-how of Information Technological matters, I provide ground support to staff in troubleshooting their IT related issues.

- Assisted customer with needs & customized products.
- Recommend improved materials or machinery to customers, showing how changes will lower costs & increase production.

## INTERNSHIP PROGRAMS:

MAINTENANCE ENGINEER  
INDUS MOTOR COMPANY LIMITED, KARACHI,  
PAKISTAN PLANT MAINTENANCE  
DEPARTMENT | 2013 (6 MONTHS)

MECHANICAL ENGINEER  
BITUMAT COMPANY LIMITED, DAMMAM,  
SAUDI ARABIA 2012 (3 MONTHS)

## COURSES, CERTIFICATES & TRAINING:

- Certified Internal Quality Auditor ISO 9001:2015 (TUV Nord, Middle East)
- Certified Internal Quality Auditor EN ISO 14001:2015 (BQC, Middle East)
- ISO 31000:2018 Risk Management System Basic Awareness Training (RICI Canada)
- Achieved Certificate of Competence in Hazardous Areas Assembly Training & Assessment Course/ ATEX & IECEx (WEIDMUELLER, Germany)
- Course on Wild Fire 5.0 2D & 3D Certified. (TUSDEC-N.I.D.A, Karachi)
- Course on Process Piping Design (CCEE-NED, Karachi)
- Course on Corrosion and Corrosion Protection (CCEE-NED, Karachi)
- Course on World Class Manufacturing Practices (CCEE-NED, Karachi)
- Awareness Session of Resource Management & ISO Standards
- Awareness Session on Community Development and Mobilization of Youth
- Technical Seminar On Indoor Air Quality

## ADDITIONAL INFO

- Transferable Iqama (Saudi Arabia)
- Valid Driving License (Saudi Arabia)