

Muhammad Musharraf Kaleem



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<p>PERSONAL DETAILS</p> <p>Full Name: M. Musharraf Kaleem Father's Name: M Kaleem Ullah Born in Karachi, on 08/12/1985 Pakistani Muslim Valid PEC (Pakistan Engineering Council) Membership IBA Alumni</p>	<p>ACADEMIC QUALIFICATIONS</p> <p>IBA – Karachi December 2016 MBA <i>Final Year Project “Research on the 1000CC locally manufactured car and its survival in the current changing environment”</i></p> <p>Dawood College of Engineering and Technology August 2004 – June 2008 affiliated from Mehran University of Engineering and Technology BE – Industrial Engineering & Management <i>Final Year Project “Quality Management System Studied at PSO”</i></p>
<p>CAREER OBJECTIVE</p> <p>To work and learn in a congenial environment which grooms my skills, provides an enriching experience, and the opportunity to apply all that I have learnt.</p>	<p>CAREER HISTORY</p> <p>Pak Suzuki Motor Company Ltd. – Bin Qasim, Karachi. <u>S3 (Audit) November 2017 ~ To Date</u></p> <ol style="list-style-type: none"> 1. To perform in defining a generalized methodology for auditing the technical / procurement / various projects. 2. To improve the overall auditing mechanism. 3. To identify new and hidden risks in all of company's divisions / processes / functions. 4. Performing planned audit. (process flows, audit program, issue sheets, Test of controls, Test of details, draft report, final report and closing evidence.)
<p>CAREER STATEMENT</p> <p>“Apart from contributing to the processes and strategies which enhance any projects. I feel that my greatest strengths are firstly my ability to deliver projects to agreed timescales. Secondly my skill at gaining a clear understanding of the client's exact needs, and thirdly being able to coordinate and lead all project team resources whilst at the same time building strong working</p>	<p>Pak Suzuki Motor Company Ltd. – Bin Qasim, Karachi. <u>S3 (Production Engineering) February 2012 ~ November 2017</u></p> <p>Accountable for managing the delivery of critical projects, and for providing managerial support for all the projects conducted by the AMD (Automobile Division) Section. Also responsible for providing updates of any known issues/risks to Department Head / Divisional Head.</p> <p>Duties:</p> <ol style="list-style-type: none"> 1. Budget Preparation, Forecasting, New Ideas Conception. (Prod./ Env. / Doc.) 2. Responsible for costing, estimating and planning projects. 3. Preparing Project Initiation documentation. 4. Responsible for ensuring best value is obtained for the project including supplier base, use of internal and external resources. 5. Maintaining and completing Project Key Performance Indicators. 6. Writing detailed and summarized project progress reports.

<p>relationship with other stakeholders. Moreover, I have developed auditing and risk management skills to detect, test rigorously and improve the risk management of the organization.”</p> <p>M. Musharraf Kaleem</p>	<ol style="list-style-type: none"> 7. Identifying, costing and processing any contract variations. 8. Tracking activities against the detailed project plans. 9. Updating project plans to include agreed changes. 10. Looking on behalf of the division after various coordination activities: Integrated Management System (IMS), Safety, 5S, Newsletter, Divisional Communication Meeting (DCM). 11. Training new members joining yearly, assigning them task to grasp quickly the systems that are in place for accomplishing each year targets.
<p>AREAS OF EXPERTISE</p> <p>Change management Staff management Project planning Project reporting Resource management Risk management Contract administration Process Improvement Managing project quality Environmental Req. Environmental Audits</p>	<p>Karachi Shipyard and Engineering Works Ltd. – Karachi 17 Grade - ASP / Industrial Engineer Dec 2009 – Jan 2012</p> <p><i>Duties:</i></p> <ul style="list-style-type: none"> • Shipbuilding activities of the PNS Aslat Frigate F-22P ship for Pakistan Navy (4th frigate) with the collaboration of China (under technology transfer agreement). • Ship-Building operations at the Berth and welding activities using more than 100 labors for welding of ship sections. • Ship-building Out-fitting operations with installations of bulkheads and waterproof doors installation. • Making of ammunition room for the 76mm caliber main gun for Frigate. • Launching of speed boats for Maritime Security Agency of Pakistan Navy.
<p>ACHIEVEMENTS</p> <p>Jan 2009 – Won 3rd prize from Institute of Engineers Pakistan at their 4th International Mechanical Engineering Congress 2009, for the BE Final Year Project “Quality Management System Studied at PSO”.</p> <p>AREAS OF INTEREST</p> <ul style="list-style-type: none"> • Project Management • Audit • Risk Management • Marketing and Sales • Branding • Operations Management 	<p>AL-ABID SILK MILLS Pvt. Ltd. Maintenance & Planning Engineer February 2008 – November 2009</p> <p><i>Duties:</i></p> <ul style="list-style-type: none"> • Preparing and implementing preventive maintenance schedules. • Providing strategic decision makers (i.e. Directors, GM, Managers) with Plant downtime data. • Implementing the QMS systems, Implementing and fulfilling the requirements of ISO 9000, 14000, IKEA IWAY, QWAY Standards relevant to Engineering and Maintenance Dept. • Efficient Inventory management of spares, while ensuring their quantity and quality on arrival. • Responsible for sending machine parts to be repaired at outside repair shops, visiting and ensuring their proper repairs. • Deputed for special tasks related to Welding jobs, repairing of Grey Area Machines, Boiler and its accessory unit, ETP Plant, CRU Unit, and Power House. • Carried out the pending work and successfully completed the “Condensate Recovery Unit” Energy Conservation System and saved Rs. 0.6 million / month of water, 28°C – 56°C of boiler inlet water. • Coordinated and assisted with the Mechanical and Electrical Project Team in the erection and commissioning of Textile Processing Machine and a German Boiler of capacity=22ton/hr. Thus, increasing plants overall capacity. • Maintaining the calibration data and conducts tests on regular basis coordinating with Electric / Mechanical maintenance departments. • Checking the proper usage of PPE at workplace. • Evaluating the total daily/weekly/monthly/yearly downtime of the plant. • Coordinating with the “ISO & Compliance department”. • Conducting trainings to promote safety and cleanliness at workplace. • Proper usage and training taken and taught others to use fire prevention and safety equipment at hazardous work places as well as completely evacuated all personal (Mill # 3 & 4) in less than 2 min duration. • Finalizing the bills related to facility management and Mechanical Work of the contractors.