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OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

SKILLS

- Management Skill
- Organization Capability
- Communication Skill
- MS office
- Conduct ISO 22000 2018 Stage 1 & 2
- Conduct Halal Stage 1 & 2

INTERESTS

- Book Reading
- Traveling
- Food Safety Management
- Food Processing
- Food Packaging
- Food Quality

LANGUAGE

- English
- Urdu
- Punjabi

EXPERIENCE

15/2021

Jalal Sons

Food Safety & Compliance officer
Develop, Implement & Monitor

Audit all the facility regarding Food Safety.
Development of action plan against gaps identified in Food Safety Audit (internal & External)
Developing, implementing & monitoring of Documentation process of all activities as per ISO 9001 & 22000/Quality Management Systems.
Developing, implementing and monitoring of Food Safety Management Plan & Protocols as per standard requirements.
Developing, implementing & monitoring of Insect Pest Management plan & activities.
Trainings of the new staff related to Production & Inventory Department regarding FSMS.
Provide trainings on FSMS, GMPs, GLPs, & Analytical testing to related staff.
Provide training, educate & monitor labor on Food Safety Protocols.
Monitoring of good manufacturing and personnel hygiene practices at production lines and final goods packing area.
Monitoring of general cleaning and housekeeping at production lines, final goods packing area and factory.

1. Food Safety Material

Provision of hygiene accessories for maintaining good hygiene in all processing areas and final goods packing area.
Purchasing of hygiene accessories via procurement department.
Ensure the inventories of food safety related items to labor and other related staff.
Lab equipment purchasing, repairing & calibration.

3. Internal Audits & Documentation

Document the progress and keep complete record of Food Safety Management activities as per standard requirements.
Internal Quality Audits of raw material storage & handling, final goods storage & handling and general store (packing material, electrical, mechanical).
Be flexible new tasks can come up which might be assigned as per requirement.

12/2020 - 13/2021 Tehzeeb Baker

Food Safety Officer

Maintenance and coordination of a company food safety program to maintain statutory compliance to the prescribed legal requirements in the Food Industry.
Ensuring a high standard of objectivity, accountability, transparency and credibility, practicability,
Coordinating and assisting with technical training and overall competency to management and employees with regards to the operational aspects of the food safety program, pest control, environmental, operational methods and personnel practices, and maintenance for food safety and hygiene /cleaning practices. Identifying any potential food safety hazards and putting control measures in place to prevent them.
Acting as a point of contact for all Food Handlers in the business, as well as food safety authorities.
To keep up to date with relevant hygiene developments, advising and recommending any changes which could make qualitative or quantitative improvements to the efficiency, productivity.
Nurture good working relationships both within and across departments under the food safety program.
Ensure that all registers and records and documentation relating to the role are properly maintained.

Work closely with other safety roles within the company assisting required and develop a supportive relationship. Be responsible for management of own workload escalating issues or workloads which become unmanageable.

09/2020 - 11/2020 C-Shine Group

IPM Internship (Food Processing department)
Responsible for site visits to check on the maintenance of equipment
Assists and guides Technicians with customer issues and problems.
Conducts follow-up service calls/visits to clients to ensure customer satisfaction
Monitors and responds to technicians' feedback

9/2019 - 8/2020 Orkin Solution Pvt Ltd

IPM Trainee Supervisor (Food Processing Department)
Responsible for training, coaching and encouraging the team of technicians.
Specific responsibilities include but are not limited to helping technicians on difficult assignments and keeping track of materials; ensuring all equipment functions properly; overseeing the activities of sales and service technicians; and teaching pest control best practices and company policies.
Must obtain the skills necessary to evaluate, price and schedule jobs while also ensuring quality control and may have to occasionally perform pest control services themselves when necessary as well.

6/2019 - 8/2019 Friends Environmental Solutions

Trainee IPM Department
Responsible for site visits to check on the maintenance of equipment
Assists and guides Technicians with customer issues and problems
Conducts follow-up service calls/visits to clients to ensure customer satisfaction
Monitors and responds to technicians' feedback
Recommends hiring of staff and terminating of employment contracts
Handles employee grievances
Conducts the performance appraisal of subordinates

8/2019 - 9/2019 National Agricultural Research Center

Summer Internship
Attended lab group meetings and developed presentations
Conducted a successful research project and recorded results within a thesis paper
Organized and maintained lab instruments, equipment and reagents

11/2019 - 9/2020 Global Youth Association

Social Media Influencer
Highlighted the Youth Problems

6/2020 - 9/2020 Youth Hub Pakistan

Volunteer
Humanity Work

6/2018 - 9/2020 Life Saver Welfare Organization

Volunteer
Humanity Work

EDUCATION

2020 PMAS Arid Agriculture University Rawalpindi
BSc(Hon)Agriculture Major Food Science and Technology
3.24

2016 Govt H/S School Fazilpur Dist Rajanpur
FSc
698

2014

Ibn-e-Khuldoon Public Boys High School Fazilpur Dist

Rajanpur

Matric

748

COURSES

FSSC 22000 5.1V

Food Safety Level 3

Halal Lead Auditor

ACTIVITIES

Social activities

Book Reading

ACHIEVEMENTS & AWARDS

USAID Scholarship

PEEF Scholarship