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| AHAMMED **Email :** ahamed.216670@2freemail.com Date of Birth : 20 Nov 1981Place of Birth : Kozhikode, Kerala, INDIA.**Driving License (UAE)** **Last Monthly Salary : 5205 AED (~ Approx. 1425 $)**  |

# Career Objective:

Resume

 Looking to join a progressive organization, using my analytical skills and commitment to perform quality working and offers opportunities for advancement.

**MEMBERSHIPS**

**American Society for Quality**

**Membership/Role:** ASSOCIATE Member, ASQ Number: 65621526

**CERTIFICATION**

* **IRCA/CQI** certified **QMS Auditor / Lead Auditor for ISO 9001:2015**

**Skills**

* Excellent Knowledge of Audit processes and procedures.
* Excellent Report writing skills
* Excellent command of MS Excel, MS Word and MS Power Point
* To plan and execute audits in accordance with accepted auditing standards
* Plans the scope of the audit, and prepares an audit program.
* To report audit findings and make recommendations for corrective unsatisfactory conditions, improving operations and reducing cost.
* Performs the audit in a professional manner and in accordance with the approved audit program
* Ability to work independently and as part of a team
* Note taking and report writing skills
* Presentation skills
* Communication skills
* Teambuilding skills
* Self-starter
* Microsoft Office Suite

**EXPERIENCE IN GCC**

**M/s. Arab Center for Engineering Studies, Dubai, UAE**

As **Senior Quality Control / Material Technician, Asst. Auditor (**Nov’ 05 to 2012 & 2014 to Present)

 **SAUDI ARABIA :** For **Kingdom Tower** Project as Site**/**Lab Technician. (3 MONTHS)

 **OMAN :** Arab center for Engineering Studies (Branch) as Lab Technician. (4 MONTHS)

***Responsibilities*:**

**Trainee Auditor**

Main responsibility is to perform audits for Material testing for the technician’s works inside the Testing Laboratory department and sites.

* Preparing Checklists
* Scheduling audits
* Preparing audit reports
* Recommending Improvement requirements
* Contacting follow-up audits
* Perform quality audits at regular intervals.

**Quality Control Verification**

Main responsibility is the Quality Control and Material testing for the following works inside the Testing Laboratory department. Take appropriate decision at the time of emergency.

* Checking of Test reports and related records before final issue for compliance to the requirements of Quality System.
* Maintaining records of lab equipment’s and updating calibration records, Preforming and training calibrations of equipment’s as per relevant Standards.
* Perform training for Junior / Assistant Technicians as per Quality Manuel.
* Perform Internal Audit for Junior / Assistant Technicians as per Quality Manuel and compliance testing standards with respect to the test procedure, relevant to meet the requirements of IS0 17025.( ISO/IEC 17025:2005 specifies the general requirements for the competence to carry out tests and/or calibrations, including sampling. )
* Ensure the quality of test samples and materials receiving from the client. Ensure the sample receiving procedure comply with Quality Manual.
* Checking and Preparing Computerized reports in **Microsoft Word and Excel**.
* Monitor implementation of policies and procedures and usage of quality checklists.
* Monitor implementation of processes.
* Plays the role of quality control and assurance of the projects under execution.

**Project Supervision (Additional Responsibility)**

Main responsibility is to Supervise and Team leading for Material testing of the following works inside the Testing Laboratory department and site/site labs.

* Supervise and Perform Construction Material Tests.
* Research and Implement new tests for Soil, Concrete, Rock and materials Waterproofing membrane, Concrete Inspections based on relevant standards. (ISO, ASTM, BSEN, AASHTO, DIN, UEatc etc…)
* Preparing the Report format for newly implemented tests as per the relevant standard requirements and higher authority approved.

## Academic / Professional Qualification

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| **Educational Career Target*** Studying final semester **Master of Business Administration (Specialization in Total Quality Management)** in distanceEducationbatch 2015 - 2018 from **Skkim Manipal University,** Under directorate of Distance Education, **Manipal, India.**
* ExamPreparation course for **ASQ Certified Manager of Quality/OE**, from 3 FOLD Education center, Dubai.
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* **First class in Bachelor of Science (Mathematics)** at **2003** from **Calicut University**, Calicut, Kerala, India.
* **ASTM** E-Learning course certificates for material testing.
* Certificate in O’ level.
* Certificate in Desktop Publishing.
* Post Graduate Diploma in Computer Applications.
* Certificate in Accounts Assistant Course with **TallyERP9**.
* Certificate in Adobe Illustrator CS5 and CS6.

**EXPERIENCE IN INDIA**

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| **Merit Advanced Technology** Chennai, **Tamilnadu,** India.**Business Development Officer**since June’ 05 to Nov ‘05Chennai, Tamilnadu, India. | **Shine Design and Prints** Mavoor Road, Calicut, Kerala, India.**Graphic Designer** from Jan’ 05 to June’05 (11 Months)Worked earlier at (Jan 2003 to June 2004)  |

**LANGUAGES**

English, Hindi, Malayalam, Tamil and Basic Arabic.

# AHAMMED