**MURTUZA**

**Quality, Health Safety Environment Management Professional / Trainer**

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**CAREER SUMMARY**

Results focused management professional offering >25 years of progressive leadership experience in Safety, QualityAssurance/Control,a demonstratedhistoryinQHSEAudits& trainings. Vast practical knowledge of QHSE management systems development, implementation, monitoring and auditing that meets the standards & customer expectations. Areas of expertize include **ISO 9001**, **OHSAS 18001, ISO 14001, API Q1 and Abu Dhabi Occupational Health & Safety Management RegulatoryFrameworkforIndustrialSector**.



**CAREER OBJECTIVE**

Proactive and result driven professional seeking a challenging opportunity by utilizing my skills, experience and make an impact through comprehensive training and implementation of QHSE programs which are uniquely tailoredwith committed & dedicated people and to be a valuable asset in a position offering advancement within the organization.

Image result for symbol for skills

**KEY SKILLS**

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| OperationalOrientedtoOperations – Operations ExcellenceOriented toSales – Promote QHSE PerformanceOriented toSales – Customer SatisfactionProblem Solving – DMAICS, 8D, RCAProcess / Continual ImprovementCost Reduction Strategies | ManagementResults orientedProject ManagementLeadership& Team ManagementBudgeting & ForecastingChange ManagementInternal Events Management – Safety / Quality Day |
| TechnicalLead Auditor EMS – ISO 14001:2015Lead Auditor QMS – ISO 9001:2015API–U Spec Q1OSHAD registered OSHMS practitioner(Reg. # 2001047)OHSMS Framework – OSHAD – SF for Abu DhabiLead Auditor SMS – OHSAS 18001:2007Trainer SafeStart - Behavioral SafetyIOSH Managing SafelyRisk Mitigation – Hazard identification & controlTotal Productive Maintenance - JIPMKaizen – Gemba – Bottom up approach5 “S” Housekeeping | SoftDemonstrated computer skillsPresentation skillsCoaching & MentoringMotivation skillsNegotiation skillsTime ManagementCreativityEffective communicationAdaptableKeen observerDecision makingManagement Reporting |

# Image result for symbol for career progression

**CAREER PROGRESSION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Period** | **Job Position** | **Reporting To** |
| https://www.logolynx.com/images/logolynx/s_21/21922d444bcad4c0eaec52514e2b7806.jpeg NOV Grant Prideco | May 2018 - Aug 2018 | QHSE Manager ME | General Manager |
| Image result for Vallourec logo Vallourec Drilling  Products ME,  formerly VAM Drilling Protools (Acquired by NOV in May 2018) | Apr 2017 – May 2018 | UAE QHSE &ME Benchmarking Manager DXB, AUH & DMM | Director of Operations &  Vice President |
| Apr 2012 – Mar 2017 | QHSE Manager – DXB & AUH sites | Vice President |
| Feb 2010 – Mar 2012 | QHSE Manager – AUH & HSE DXB | General Manager |
| Protools Hunt Oil Tools  (Acquired by VAM Drilling in Feb 2010) | Nov 2007 – Feb 2010 | QHSE Manager – 1 site in AUH | Operations Manager |
| Image result for Mukand logo  Mukand Ltd | Nov 2007 – Jan 2001 | Junior Manager | Chief of Business Excellence |
| Aug 1990 - Dec 2000 | Quality Engineer | Quality Manager |

Image result for symbol for education

**EDUCATION**

July 1990: Diploma in MechanicalEngineering (Industry Integrated Course) – GradeFirst Class

Institute:L&T InstituteofTechnology;Powai;Mumbai,India, affiliated to Board of Technical Examinations – MS.



**PROFESSIONAL EXPERIENCE**

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| Nov 2007 – Aug 2018 | Vallourec Drilling Products Middle East; A NOV Grant Prideco company | Image result for symbol for locationDubai & Abu Dhabi; United Arab Emirates |
| Company Profile | A leadingManufacturer ofDrillStemComponents (Drill pipes, BHA products & Accessories) | |
| Present Job Title | QHSE Manager reporting to General Manager | |
| Scope from Nov 2007 till Aug 2018 | | |
| May’18 – Aug’18 | Accountable for QHSE function; 2 sites (Dubai & Abu Dhabi)for 130 employees | |
| Apr’17 – May’18 | Accountable for QHSE for 2 sites of Dubai & Abu Dhabi + Operations benchmarking for 3 sites of Dubai, Abu Dhabi &Dammam(reporting to VP-ME for Operations Benchmarking) | |
| Apr’12 – Mar’17 | Accountable for QHSE function for 2 sites of Dubai & Abu Dhabi for130 employees | |
| Feb’10 – Mar’12 | Accountable for QHSE for Abu Dhabi & HSE for Dubai site with for130 employees | |
| Nov’07 – Feb’10 | Accountable for QHSE function for Abu Dhabi site for 65 employees | |
| **Highlights Quality:** |  | |
| ISO 9001, APIQ1, Product License 7-1, 5DP, 5CT certifications. | | |
| Customers qualification of plants. | | |
| Deployment of Quality tools (Golden rules, Behaviors & Continuous improvement). | | |
| Conducted, facilitated Training /Awareness programswithin 2 sites that consisted of about 130 employees, with a high degree of motivation, and success rate on the following;Quality Golden Rules to Supervisors/Operators (1session/week),QMS requirements (2 sessions/year)Continuous Improvement, Root Cause Analysis (2 sessions/year) | | |
| No product claims during 6 years (2012 – 2018). | | |
| Premium Packaging of Products. | | |
| Operational Excellence through Benchmarking of Good Practices within the business units. | | |
| HighlightsHealthSafety Environment: | | |
| OHSAS 18001, ISO 14001 certifications &Abu Dhabi Occupational Health & Safety Management Systems | | |
| Deployment of Safety tools (Golden rules, Behaviors& Continuous improvement). | | |
| Conducted, facilitatedTraining/Awarenessprogramswithin 2 sites that consisted of about 130 employees, with a high degree of motivation, and success rate on the following;Safety Golden Rules to supervisors/operators (1session/week),Safety Tool box talks to supervisors/operators (1session/week),Safety Operating Procedures to supervisors/operators (1session/week),Safety Visits to Managers and Supervisors (2 sessions/year),Risk ManagementPermit to work requirements (work at height, hot works, electrical, confined space, LOTO),Behavior based safety program (SafeStart) training to Managers, supervisors & operatorsSafety induction to new joinersSafety Briefings to contractors including permit to work requirements | | |
| Develop & implement LOTO & Contractor Management procedures. | | |
| Developed &conducted Behavioral base Safety programto enhance Safety Culture to reach Zero Incidents/Harm. | | |
| * Serve as dedicated HSE resource to support 130 employees of Vallourec Drilling operations for 9,000 sq.ft. facility. | | |
| * Increased HSE behavior observations by 50% | | |
| * Improved PPE management reducing PPE supplies budget by 30%. | | |
| No Lost Time Incident during 8 years (2010 – 2018) | | |

# Key Responsibilities:Management Systems

* ModelingtheQuality, Health & SafetyVision&Valuesandinspiringcommitment.
* Design Industrial Excellence Roadmaps for Quality, Health & Safetyaligned with overall business objectives.
* Promote a High-Quality, Health & Safetyculture within all practices.
* Develop and implement Quality, Health & Safetyexpertise across all functions and procedures, making recommendations, forecasts and implementing analysis where required.
* Establish Quality, Health & SafetyKPIsandTargetsto incorporatewithinthe businessplan.
* Implement and develop Company’s Quality, Health & Safetysystems.
* Identify requirements to which Company shall comply and possible areas of non-compliance
* Work autonomously and organize the individual team members and execute excellent Quality, Health & Safety standards at all times and on the follow core areas:
* Auditor, investigator, advisor.
* Provide support for Management, and operational team.
* Support Continuous improvement activities.
* Recommend, Promote, Coordinate Quality, Health & Safety related initiatives and directives across the organization.
* Assist, and coordinate corporate/externalQuality, Health & Safetydocuments, company-wide projects including committee involvement and support.
* Execute compliance measurements and implement areas of improvement into the Quality, Health & Safety management system, and assist operations team in implementing appropriate actions
* Schedule and coordinate internal, external audits for Quality, Health & Safety Management Systems and their effectiveness.
* Establish controls for Management of change and business continuityplans (Synergy).
* Overseedevelopmentofhazardandriskregister, environment aspects & impact and, legal register.
* Identify actions to address Quality, Health & Safety risk and opportunities.
* Liaisingwithcustomers,legal authoritiesfor Quality, Health & Safetyincludingassistinginvestigations.
* Lead Quality, Health & Safetyinvestigationsandimplement corrective actions to prevent recurrenceofnon-conformitiesinprocessesorsystems.

**Key Responsibilities: Quality**

* Ensure that quality systems and quality assurance activities within the organization are performed in accordance with internal and external requirements.
* Develop visual standards for effortless understanding at the operator level to achieve the optimum quality standards.
* Train the supervisory and management team to perform quality visits to eradicate the RAs & RCs at the workplace.
* Developed and implemented First Article inspection procedures and formats for validating the process parameters prior to production stage.
* Review, approve and validate QP/ITP from customers/TPI.
* Oversee the calibrations of measuring and test equipment’s and validation of critical processes.
* Execute internal & external quality audits, critical process audits and Management Reviews.
* Lead & facilitate quality improvement projects such as CIT quality feedback, auto control as part of continual improvement process.
* Organize customer survey visits with Sales & Operations for customer’s perspective on products / services.
* Customer feedback analysis and action plan to enhance customer satisfaction levels.
* Lead Supplier qualification process for critical purchases and supplier performance evaluations.

**Key Responsibilities: Health, Safety, Environment**

* Develop and implemented permit to work systems to assess the risks and controls required to prevent incidents.
* Review, approval of work at height permit and random monitoring of the activity to ensure compliance as per CoP.
* Review, approval of hot work permit and random monitoring of the activity to ensure compliance.
* Perform periodic HSE inspection, identify & implement corrective actions to ensure compliance.
* Developed and implemented contractor management systems for comprehensive adherence to company’s HSE policy, procedures and regulations.
* Review, approval of contractor work permit and random monitoring of the activities to ensure compliance.
* Develop and conduct tool box talks/training to increase awareness on safety topics.
* Monitor safety adherence by the workforce, counsel/guide to make aware of consequences.
* Propose disciplinary actions for repeated non-adherence in coordination with HR (ex. PPE violation, procedure violations, etc..).
* Organize, conduct weekly safety meetings to address workplace safety concerns and identify areas of improvement and get ideas to improve safety at individual workstations and overall.
* Maintain the testing/certification for lifting equipment’s, lifting gears to ensure legal compliance.
* Organize air, noise monitoring through 3rd party labs to ensure legal compliance.
* Lead & manage HSE improvement projects resulting in improvement of the work environment.
* Awareness, training and develop standards for 5”S” housekeeping as a basis for safety.
* Develop tailor made behavioral safety program to raise the awareness of state to error risk pattern.
* Train the supervisory and management team to perform safety visits to eradicate the DAs, DCs at the workplace.
* Oversee training programs, medical surveillance, to ensure highest Quality, Health & Safety standards.
* Analyze close calls and minor errors to continually improve the habits to work on.

**Key Responsibilities: Team Management**

* Organize intercompany events withcustomized programs/activities to promote Quality & Safety culture of the group.
* Identify best practices and facilitate deployment with teams to achieve operations excellence.
* Enhance performanceofOperationsinDubai–Dammam–AbuDhabiutilizingastructuredbenchmarkingprocess.
* Buildeffectiveworkingrelationshipswithmanagementandemployeesatalllevelsofthe organization.
* Providingguidance, leadershipfor operations team of bothdirect andindirect reports.
* Ensuringattributesandbehaviorsofdirectreportssupporttheirroleandpromoteallianceprinciples.
* Ensure employeeperformanceisalignedwithdepartmenttargetsandbehaviorisaligned with company Values.

**Key Responsibilities: Reporting**

* Monthly and annual reporting of status tomanagement, corporate & legal authorities.



**AREAS OF EXPERTISE**

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| --- | --- |
| Management Systems/Business Excellence | * ISO 9001, API Q1, OHSAS 18001, ISO 14001, AD OHSMS * Set Objectives, KPIs, Lag/Lead & Progress Reporting * Audit coordination * Committee and Senior Management Representation (Management Review) * Certifications & assessing training needs * Customized trainings * Total Productive maintenance * Kaizen |
| Quality | * Customer Focus * Customer Relations & Communications * Quality Tools (Golden Rules, Safety Visits, CITs) * Auto Quality Principles * ITP/QP * TPI Coordination * Root Cause Analysis * Supplier development |
| Health, Safety, Environment | * Safety Tools (Golden Rules, Safety Visits, CITs) * Incident reporting & investigations * Hazard Identification & Risk Assessment, Control measures * Visual SOPs * Safety Planning & Program Management * Site Inspections, HSE Audits * Permit, Regulatory & Safety Compliance * Permit to Work Systems * Contractor Safety Management * Chemical Safety & MSDS * Heat Stress Management * Environmental Impact Assessment * Environmental Risk Assessment * Waste Management Practices |

Image result for symbol for project work

**KEYMANAGEMENT SYSTEM PROJECTS**

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| 2017 | Upgrading, implementation, transition&successfulauditof ISO 14001:2015by TUV Nord |
| 2017 | Upgrading,implementation,transition&successfulauditof Q1-9th ed. &ISO9001:2015byAPI |
| 2017 | Operations Benchmarking for Safety, HR, Maintenance, FST topics |
| 2015 | PromotionofSafety&Qualityperformancewithinthegroupandexternallyto customers |
| 2013 | Premiumpackaging project ofDrillpipeandBHAproducts |
| 2012 | Integration of Internal Plastic line into Quality & HSE management systems |
| 2011 | Development, implementation& certification ofAbuDhabiOccupationalSafetyandHealth SystemFramework(OSHAD-SF). |
| 2011 | Development, implementation& certification ofOHSAS18001&ISO14001for,Dubaisite |

**KEY SAFETY PROJECTS (Contractor Management)**

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| Project | Ground Mezzanine Office Building; plot no. MO 0320, Jafza (2010-11). | | | |
| Contractor | Family Star Construction LLC | | | |
| Client | VAM Drilling Middle East | | | |
| Consultant | Third Column Engineering Consultants | | | |
| Contract Value | 2.17 million | Scope | | Total built up area 518.92 sqM. |
|  |  | | | |
| Project | Addition of Ground Factory Building; plot no.73, Sector M-42 at Mussafah Industrial Area (2012-13). | | | |
| Contractor | Aroma International Building Contracting LLC | | | |
| Client | VAM Drilling Protools Oil Equipment Manufacturing LLC | | | |
| Consultant | Third Column Engineering Consultants + Islamic Architects Consulting Engineers | | | |
| Contract Value | 25.5 million | Scope | Total built up area 1595.46sqM. | |

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| Project | Machine Fencing & Guarding for people protection (2014–15). |
| Scope | Safety Guards for individual equipment’s with sensors/interlocks.  Fencing for Drill Pipe Assembly line with sensors/interlocks  Fencing for Internal Plastic Coating line with sensors/interlocks | |

**Previous Experience**:

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| Jan 2001 – Nov 2007 | Mukand Ltd. | Image result for symbol for locationThane Belapur Road, Kalwe, INDIA |
| Company Profile | LeadingManufacturerofspecialtysteellongproductsofstainless &specialalloysteelsuchasWireRods,Bars&Bright Bars. | |
| Job Title | Junior Manager – Business Excellence reporting to Chief of Business Excellence Group | |
| **Highlights:** |  | |
| Deploy TPM (Total Productive Maintenance)requirements as per JIPM standards. | | |
| Facilitating Quality Improvement projects | | |

**Key Responsibilities:**

* Formulate companywideTPMimplementationstrategiesandstandardizationactivitiesasperthe JIPM – TPMmethodology for TPM Award.
* Coordinateconsultantvisits,summarizing theTPMrequirementsforcompanywidefacilitation&implementation.
* Auditing the plant equipment’s for 7 steps of JishuHozen as per JIPM Autonomous Maintenance requirements.
* FollowupandmonitoringofTPMactivitiesfor audit preparations,awardapplication, and report preparations.
* Compiling and submission of TPM report of all 8 TPM pillars for evaluation & audits by JIPM auditors.
* Coordinate and facilitate thecompany’s2divisionsforproduct quality improvement projects such as Juran& QCC
* Perform internal audits for ISO9001&TS16949.
* SupportingCII–TPMClubofIndiawithsuccessfulimprovementprojectsreportsforpublishingin CII Manualsand presentationinseminar/conferences.
* Organizinginternal company events such as Family visits, Qualityweek, including activities andadministrativearrangementsfortheevents(competitions,evaluations, awards, felicitations).

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| Aug1990 – Dec 2000 | Mukand Ltd. | Image result for symbol for locationThane Belapur Road, Kalwe, INDIA |
| Company Profile | LeadingManufacturerofspecialtysteellongproductsofstainless &specialalloysteelsuchasWireRods,Bars&Bright Bars. | |
| Job Title | Quality Engineer – Exports Section Castings reporting to Assistant Quality Manager | |

**Key Responsibilities:**

* + Preparation&implementationofQualityPlans.
  + Lead a teamofQualityinspectorstoachieveQualitytargets.
  + EnsureQualitynormsoffinishproducts.
  + Providenecessaryinfrastructurefor QualityAssurance.
  + Organize&developQualityrelateddata.
  + Liaison with 3rdpartyinspection representatives.
  + Specifyandimplement correctiveactions.

Image result for symbol for accomplishments

**MAJORSAFETY ACCOMPLISHMENTS**

* + Zero LTI (LostTimeIncidents)forVallourecDrillingsitesinDubai&AbuDhabiforlast 8 ½years.
  + Outstanding recordfor TotalRecordableInjury(TRIR) forVallourecsitesinDubai&AbuDhabi.
  + Recipient ofVallourecGroupSafetyExcellenceAwardfor the Dubai site.
  + NoMajorNCRs during the past 10yearsforHSEexternalauditsfromTUV Nord& Corporate.
  + CertificationofOHSAS18001&ISO14001inarecordtimeof8monthsforVallourecDrillingDubaisite.

**MAJORQUALITY ACCOMPLISHMENTS**

* + NoMajorNCRs during the past 10yearsforQuality auditsfromAPI,TUV Nord& Corporate.
  + ZERO customerclaimsforpast 9years relatedtoproduct features.
  + Achieved 90% CustomerSatisfactionLevel.
  + 100%evaluationscore forProductPremiumPackaging, Benchmarkwithinthegroup.
  + Best DrillPlantLicenseeawardfromVAMServicesforVallourecDrillingAbuDhabifor2consecutiveyears.
  + TPMEXCELLENCEAWARDfromJIPM,fortwoDivisionsofMukandLtd.

**KEY TRAININGS & PROFESSIONAL DEVELOPMENT**

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| Image result for symbol for certificationAug 2018 | Scaffolding Inspector |
| Jul 2018 | Fire Warden |
| Jul 2018 | Work at Height |
| Jul 2018 | Confined Space |
| Oct – Nov 2017 | ISO 14001:2015 (EMS) Lead Auditor Training |
| Apr 2017 | ISO 9001:2015 (QMS) Lead Auditor Training |
| Dec 2016 | Advanced First Aid |
| Oct 2015 | ILM – Level 3 Leadership Track |
| Feb 2015 | Abu Dhabi Occupational Health & Safety Practitioners Course |
| May 2014 | API-U Spec Q1 Training Course |
| May 2013 | SafeStart TTT (Train the Trainer) |
| Jul 2012 | IOSH Managing Safely |
| Feb 2012 | OSHA Occupational Safety & Health Training |
| Oct 2011 | Vallourec Core Leadership |
| Apr 2011 | OHSAS 18001:2007 Lead Auditor Training |
| Oct 2010 | EHSMS Awareness Training |
| Mar 2007 | Workshop on Tools, Techniques & Formats for Successful TPM Implementation |
| Jul 2005 | Kobetsu Kaizen Seminar for Process Industry |
| Sept 2004 | 4th Kaizen Conference - Total Productive Maintenance |
| Jul 2003 | Quality Maintenance Seminar – Total Productive Maintenance |
| Jun 2001 | 8th State Level Competition / Convention on Quality Control Circles |



**PERSONALDETAILS**

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| DateofBirth | 20 Jan1971 | |
| Gender | Male | |
| Nationality | Indian | |
| MaritalStatus | Married | |
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| Visa Status | Residence Visa, Company Sponsored | |
| Driving License | UAE, Light Vehicle, Expiry Date: 09 Dec 2019 | |
| Strengths | OptimisticAttitude,LeadershipandManagement skills,Adaptability, Self-Motivated | |
| Computer Skills | MSOffice(Word, Excel,PPT) | |
| Languagesknown | English - Proficient,  Hindi – Proficient  Marathi – Proficient | Urdu - Intermediate  Gujarati - Intermediate |