**ALTAF**

**Education: M.B.A. + D.M.E. ( MechanicalEngg. ) + Post Graduated D.B.M. Indian**

**Email:** [**altaf.392366@2freemail.com**](mailto:altaf.392366@2freemail.com)

**Position Applied For: Manager- Asphalt Plant / Ready Mix Concrete Batching Plant & Laboratory Testing.**

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**Total Work Experience: 22 years & 9 months ( Gulf Countries-7years & 2 months India - 15 years& 7 months ).**

1. Experience in Asphalt Production, Asphalt Laying & Paving, 7 years & 10 months

Experience in Ready Mix Concrete Production & Laboratory

Testing of Aggregates, Asphalt &Ready Mix Concrete.

(Worked as Asphalt &Ready Mix Concrete Plant Manager).

1. (a) Experience in LaboratoryTesting of Oil Filters & Chemicals. 8years & 9 months

(b) Experience in Resolution of QMS Discrepancies &implementation,

Control & Development of ISO 9001 QMS in the company.

(c) Experience in External & Internal Quality Audits&

Training Programs of ISO 9001 QMS.

(d) Experience to manage, control & update all Quality

Management System Documents (Quality Manual, Procedures,

Work Instructions & Formats) as per ISO 9001 requirements.

(Worked as Quality Assurance Manager & Management

Representative).

1. Experience in Maintenance & Service Industries. 4 years & 1 month

(Worked as Machine Shop In-charge & Resident Engineer).

1. Experience in Process Industry. 2 years & 1 month

(Worked as JuniorEngineer in Production Department ).

1. On Job Training (OJT) completed from Bosch Ltd. Nasik, India. 1 year

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**Knowledge & Skills:**

1. To Lead, Plan, Organize, Co-ordinate, Follow-up& Control of all activities of Asphalt & Concrete Plants.
2. Laboratory Testing of Aggregates, Asphalt & Ready Mix Concrete & Calibration of Asphalt & Concrete Plants & all Laboratory Machines & Equipment.
3. Compliance of Health, Safety & Environment Regulations & maintain safe working environment at plant & site.
4. Preventive Maintenance of all plant & site machines & equipment as per OEM.
5. To monitor & control the Inventory Level of Raw Materials required for Asphalt & Concrete Production.
6. To handle the challenging situations &Provide Technical Support to solve the Problems.
7. Problem Analysis, Data Analysis & Problem Solving Skills.
8. Team Leadership, Good Verbal & Written Communication Skills.
9. Resolution of QMS Discrepancies &implementation, Control &Development of ISO 9001 QMS in Company.

(Done Advanced Quality Management (ISO 9001) Course from FAHSS TUV Certification Body, KSA).

1. To conduct Internal Quality Audits for all the departments of the company.

(Done Internal Quality Auditor (ISO 9001) Course from FAHSS TUV Certification Body, KSA).

1. To manage, control & update all Quality Management System Documents (Quality Manual, Operating Procedures, Work Instructions & Formats) as per ISO 9001 requirements.
2. To conduct the Training Programs for the employees of the company.
3. To co-ordinate with Certification Body of ISO 9001 for External Audit & Certification.

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**7 years & 10 monthsWork Experience Asphalt &Concrete Production & Laboratory Testing:**

**Asphalt Division Manager**

Sept. 2016 to Dec. 2018

1. To manage & control the complete activities of Asphalt Plant Production.
2. To manage & control the complete activities of Asphalt Laying & Paving for Road Construction.
3. To manage & control the complete activities of Laboratory Testing of Aggregates & Asphalt.
4. To manage & control the complete activities of Calibration of Asphalt Plant & Laboratory Testing Machines & Equipment.
5. To ensure Health, Safety & Environment Regulation Compliance & maintain safe working environment at Plant & Customer’s Site.
6. To control & optimize the Manufacturing Cost by optimum utilization of Manpower, Material & Machines (Asphalt Plant, Loader, Asphalt Laying & Paving Machines, Tippers & Trailers etc).
7. To ensure the Preventive Maintenance of all machines at Plant & Site are done as per planned schedule.
8. To ensure On Time Delivery of Good Quality Asphalt at Customer’s Site.
9. To monitor & control the Inventory Levels of all raw materials required for Asphalt Production.
10. To monitor & control the production Levels & increase the production whenever required.
11. To monitor, communicate & control all issues related to production, Maintenance, Quality Control, Inventory, Health, safety & Environment.
12. To ensure that Plant Reports & other documents are completed on time.­­­­­­­­­­­­­­­­

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**Plant Manager(Ready Mix Concrete)**

Jan. 2015 - May 2015

1. To manage & control the complete activities of Concrete Plant Production.
2. To manage & control the complete activities of Laboratory Testing of Aggregates &Concrete.
3. To manage & control the complete activities of Calibration of Concrete Plant & Laboratory Testing Machines & Equipment.
4. To ensure Health, Safety & Environment Regulation Compliance & maintain safe working environment at Plant & Customer’s Site.
5. To control & optimize the Manufacturing Cost by optimum utilization of Manpower, Material & Machines (Concrete Plant, Loader, Concrete Pump, Transit Mixers).
6. To ensure the Preventive Maintenance of all machines at Plant & Site are done as per planned schedule.
7. To ensure On Time Delivery of Good Quality Concrete at Customer’s Site.
8. To monitor & control the Inventory Levels of all raw materials required for Concrete Production.
9. To monitor & control the production Levels & increase the production whenever required.
10. To monitor, communicate & control all issues related to production, Maintenance, Quality Control, Inventory, Health, safety & Environment.
11. To ensure that Plant Reports & other documents are completed on time.­­­­­­­­­­­­­­­­

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**Plant Manager (Ready Mix Concrete)**

March 2010 - December 2011

1. To manage & control the complete activities of Concrete Plant Production.
2. To manage & control the complete activities of Laboratory Testing of Aggregates & Concrete.
3. To manage & control the complete activities of Calibration of Concrete Plant & Laboratory Testing Machines & Equipment.
4. To ensure Health, Safety & Environment Regulation Compliance & maintain safe working environment at Plant & Customer’s Site.
5. To control & optimize the Manufacturing Cost by optimum utilization of Manpower, Material & Machines (Concrete Plant, Loader, Concrete Pump, Transit Mixers).
6. To ensure the Preventive Maintenance of all machines at Plant & Site are done as per planned schedule.
7. To ensure On Time Delivery of Good Quality Concrete at Customer’s Site.
8. To monitor & control the Inventory Levels of all raw materials required for Concrete Production.
9. To monitor & control the production Levels & increase the production whenever required.
10. To monitor, communicate & control all issues related to production, Maintenance, Quality Control, Inventory, Health, safety & Environment.
11. To ensure that Plant Reports & other documents are completed on time.­­­­­­­­­­­­­­­­

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**Plant In-charge (Ready Mix Concrete)**

Aug. 2008 - Sept. 2009

1. To manage & control the complete activities of Concrete Plant Production.
2. To manage & control the complete activities of Laboratory Testing of Aggregates & Concrete.
3. To manage & control the complete activities of Calibration of Concrete Plant & Laboratory Testing Machines & Equipment.
4. To ensure Health, Safety & Environment Regulation Compliance & maintain safe working environment at Plant & Customer’s Site.
5. To control & optimize the Manufacturing Cost by optimum utilization of Manpower, Material & Machines (Concrete Plant, Loader, Concrete Pump, Transit Mixers).
6. To ensure the Preventive Maintenance of all machines at Plant & Site are done as per planned schedule.
7. To ensure On Time Delivery of Good Quality Concrete at Customer’s Site.
8. To monitor & control the Inventory Levels of all raw materials required for Concrete Production.
9. To monitor & control the production Levels & increase the production whenever required.
10. To monitor, communicate & control all issues related to production, Maintenance, Quality Control, Inventory, Health, safety & Environment.
11. To ensure that Plant Reports & other documents are completed on time.­­­­­­­­­­­­­­­­

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**Senior Plant Manager (Ready Mix Concrete)**

Jul. 2007 - Jun. 2008

1. To manage & control the complete activities of Concrete Plant Production.
2. To manage & control the complete activities of Laboratory Testing of Aggregates & Concrete.
3. To manage & control the complete activities of Calibration of Concrete Plant & Laboratory Testing Machines & Equipment.
4. To ensure Health, Safety & Environment Regulation Compliance & maintain safe working environment at Plant & Customer’s Site.
5. To control & optimize the Manufacturing Cost by optimum utilization of Manpower, Material & Machines (Concrete Plant, Loader, Concrete Pump, Transit Mixers).
6. To ensure the Preventive Maintenance of all machines at Plant & Site are done as per planned schedule.
7. To ensure On Time Delivery of Good Quality Concrete at Customer’s Site.
8. To monitor & control the Inventory Levels of all raw materials required for Concrete Production.
9. To monitor & control the production Levels & increase the production whenever required.
10. To monitor, communicate & control all issues related to production, Maintenance, Quality Control, Inventory, Health, safety & Environment.
11. To ensure that Plant Reports & other documents are completed on time.­­­­­­­­­­­­­­­­

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**Management Representative (ISO-9001 Quality Management System)**

May 2006 -May 2007

1. Resolution of QMS Discrepancies & Implementation, Control & Development of QMS in the plant..
2. To manage, control & update all Quality Management System documents (Quality Manual, Procedures, work instructions & Formats) as per ISO 9001 requirements.
3. To conduct Internal Quality Audits for all departments of the Plant.
4. To open NCR’s based on Internal Audit Findings & follow up for Corrective / Preventive Actions accordingly & close the NCR’s.
5. To co-ordinate with ISO 9001 Certification Body for their External Audit & Certification.
6. To follow up for Corrective / Preventive Actions for External Audit Findings & close their NCR’s.
7. To conduct Management Review Meeting with Management & Department Managers.
8. To conduct the Training Programs for the Employees of the Plant.
9. To form the quality circle for problem solving & quality improvement.
10. To lead the team for continue improvement (for Corrective & Preventive action).

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**8 years & 9 months Work Experience in Laboratory Testing& ISO 9001 QMS Implementation:**

**Quality Assurance Manager & Management Representative ISO-9001**

Jan. 1997 - May. 2000

1. To manage & control the complete activities of Laboratory Testing of Oil Filter & Raw Materials.
2. To get done the Calibration of Laboratory Machines & Equipment through Calibration Agencies

to maintain it in the accurate & good working condition.

1. To ensure that Test Results are conforming with ASTM & BS Quality Standard.
2. To manage, control & update all Quality Management System documents (Quality Manual, Procedures, work instructions & Formats) as per ISO 9001 requirements.
3. Resolution of QMS Discrepancies &Implementation, Control & Development of ISO 9001 QMS.
4. To conduct Internal Quality Audits for all departments (Semi Annual Audits) of the Plant.
5. To open NCR’s based on Internal Audit Findings & follow up for Corrective / Preventive Actions accordingly & close the NCR’s.
6. To co-ordinate with ISO 9001 Certification Body for their External Audit & Certification.
7. To follow up for Corrective / Preventive Actions for External Audit Findings & close their NCR’s.
8. To conduct Management Review Meeting with Management & Department Managers.
9. To conduct the Training Programs for the Employees of the Plant.
10. To form the quality circle for problem solving & quality improvement.
11. To lead the team for continue improvement (for Corrective & Preventive action).

**Quality Assurance Officer**

Sep.1991 - Dec. 1996

1. To manage & control the complete activities of Laboratory Testing of Chemicals & Audio Cassettes.
2. To get done the Calibration of Laboratory Machines & Equipment through Calibration Agencies.
3. To ensure that Test Results are conforming with IS Indian Quality Standard.

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**4 years & 1 month Experience in Maintenance & Service Industries:**

**Resident Engineer**.

June 2012 - June 2014

1. To manage & control the complete activities of Plant, Workshop & Machine Maintenance.

**Machine Shop In-charge**

Jan. 2001 - Dec. 2002

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**2 years & 1 month Experience in Process Industry as Junior Engineer in Production Department.**

**Junior Engineer (Production)**

Aug. 1989 - Aug. 1991

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**1 year Training completed from Bosch Limited as Technician Apprentice from Nasik.**

**Technician Apprentice**

Motor Industries Company Limited, Nasik, India

Nov. 1987 – Nov. 1988

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**Education:**

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**MBA, Production & Materials**

Pune University, Maharashtra, India

July2012- June 2013

GPA –59% (Higher Second Class)

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**Post Graduated D.B.M, Production & Materials**

Pune University, Maharashtra, India

July 1994 –June 1996

GPA -61 % (First Class)

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**DME (Mechanical Engineering)**

Board of Technical Examination, Maharashtra, India

July 1983 – July 1987

GPA – 55 % (Higher Second Class)

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**ISO 9001 Certificates Awarded By Certification Body:**

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**Internal Quality Auditor (ISO-9001) Couse**

Course Conducted By: Molden Technical Consulting & Project Company, Kuwait.

Year: 2006

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**Advanced Quality Management (ISO-9001 Quality Management System) Course**

Course Conducted By: FAHSS - TUV, Saudi Arabia.

Year: 1999

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**Internal Quality Auditor (ISO-9001) Course**

Course Conducted By; FAHSS - TUV, Saudi Arabia.

Year: 1997

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**Information Technology Skills:**

MS Office - Widows & Office Tools (Advanced Word, Advanced Excel, Advanced Power Point )

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**Language Skills:(Read, Write & Speak)**

English, Arabic, Hindi, Marathi, Urdu.

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