**SAIFFODIN**

**Quality Assurance Manager / Production**

**Email ID:** saiffodin.311519@2freemail.com

To lead as an ‘Entrepreneur’, a profit center within an organization. Grow further focusing Leadership, Knowledge & Human Relations, so as to be an asset to the organization. To be a successful researcher & developer by keeping abreast with latest technical advancement in the field of Food-Science & technology which can enable me to offer best of my professional ability & enhance my skills.

* **Skills:**
* Overall Quality Systems Management, Production & Process management, Certifications, Audits, Inspections, Training and testing experience, with implementation of FSMS/QMS /HACCP/FSSC22000, programs, Monitor whole Operations.
* Product & industry-specific experience, strong computer skills including Microsoft Office and databases knowledge of tools, concepts and methodologies of QA team building.
* Knowledge of relevant regulatory requirements, attention to detail communication skills - verbal and written, data collection management & assessment, problem analysis and problem solving planning and organizing, judgment ,decision-making.
* Customer service orientation teamwork.
* **KEY ACHIEVEMENTS**
* **Premium Customers Approvals for Company. Registration for FSSC 22000/Haccp, BRC certification for the current company.**
* **Achieved FSSC22000, Haccp Certification for All the companies so far I worked.**
* **ISO 22000 Lead Auditors. Key Person for EU approval for Sea Food Division.**
* **Approved Master Trainer. Approved Municipality Trainer.**
* **Halal Representative/Leader IFFCO** Frozen foods.
* Successfully accomplished **Halal certification** for **Frozen Food Division, Seville Products Ltd.** [Frozen Meat Division, Frozen Sea Food Division, & Frozen bakery Division].
* Key Person for the establishing, maintaining & Projection of **Food Safety Management System** **FSSC 22000.**
* Played Major Role in **Ethical (SA 8000)** & **HSE Audits** for **Frozen Food Division, cost reduction in process by SOP’s,& controls**
* **ERP Business suits Implementation (BaNN) for Quality department for Frozen food division.**
* **Key Strength:**
* **Trend & priorities consumer feedback, initiate and close out programs to drive reduction of consumer complaints**
* **Provide insightful feedback and action plans pre and post investigations , while handling complaints**
* **Create, implement and maintain programs to ensure transparency of customer/consumer feedback across the entire site**
* **Coordinator site raw material quality, Drive supplier relationship and improvement projects to improve site quality outcomes**
* **Implement and maintain site sensory program**
* **Cross functional Experience** with Products, Process & Quality of Frozen Foods throughout the 20 years of my career**.**
* **Hands on experience** dealing with retaining Quality & targeted Quantities.
* **Utilizing** manpower & machine capacities, resources efficiently.
* **Train & educate** the management staff (Production, Sales team & Logistics) in case of any new production line is introduced & customer (food service) in case of any new product lounged or serviced.
* **Building an efficient team, standing by with** the brand at all situations.
* **Customer satisfaction** by retaining the quality product agreed against set specifications timely deliveries in time.
* **Taking call on** all the aspects related to Job profile.
* **Never compromises for anything, during production for** the set specifications.
* **Evaluation** of the circumstances, remedies, at any given point or crises for any food safety, Health or environmental issues.
* **Always believe in “room for improvement” in every process.**
* **Knowledge of local as well as export regulatory, quality requirements for Frozen Foods.**
* **Believe in “Do First Time Right”, identify & honor** everyone to contribute for success.

**To be always successful in the role I possess:**

* **Quality assurance experience ideally gained in a FMCG environment**
* **Proven ability to work proactively and be initiative**
* **Ability to engage with all levels of the business, from leadership to operators**
* **Strong attention to detail and demonstrated ability to face & solve problems**

**Employment History**

1. **ABC Advance Baking Concept-Dubai -QA/QC Manager : Since September 2014 till date**

 **Key Responsibilities:**

* Ensures that manufactured goods are produced in compliance with company specification, policies, & meet the regulatory/customer requirements.
* Responsible for developing, updating, & implementation of quality assurance procedures in partnership with Production/ operation departments.
* Develops & guide all team members to ensure proper implementation & adherence to HACCP guideline, GMP, & municipal or government directives.
* Work closely with production manager, marketing manager on creating packing material suitable for the products.
* Liaises with all 3rd party external auditors & ensures that all operations departments are well prepared for external conformance audits. Perform customer audits, evaluation, and trend analysis.
* Conduct monthly HACCP meeting with all team members & highlight issues & recommend course of corrective action were needed to ensure all departments are compiling with HACCP rules & procedures.
* Responsible for managing of the pest control program (PCP) to ensure a pest free environment.
* Initiate, analyses, & responds to any customer compliant & recommend the corrective action to be taken.
* Supervise the inbound material, in process, & finished product specification compliance, & recommend & take action where necessary to ensure food safety & product standards.
* Inspect returned items & approve all corrective action report. Supervise the QA team on their day to day tasks.
* Supervise the Sanitation team & ensures that cleaning & sanitation are performed as per the standards & initiates immediate corrective action when needed. Responsible for ensuring those all on the line testing instruments are calibrated in liaison with maintenance department.
* Keep updating the management for cost cutting, waste management, P& L against overall Operations.
* Managing a team of 6 QC officers and 15 Hygiene staff
1. **Seville Products Ltd., An IFFCO Group of Companies, UA E.-Head of Quality; Frozen Food Division [FMCG], : 7 Years[June 2007-August 2014]**

**Job profile**:

* Keeping updated & live the Quality Certifications (FSSC22000, Haccp), Halal Certification.
* Develop & implement Food Safety Management/QMS /FSMS, keep close Check with the importing countries Quality standard /regulatory requirements/Customer requirements.
* In process Quality Control approach of Quality Assurance by applying Food Safety Management Systems (FSMS) & TQM principles.
* Responsibilities of Making amendments for HACCP Manual/Halal Manual, Work Instructions, Product Specifications & System Implementation activities as- Quality Team Leader.
* Conducting internal audits of HACCP/ Quality Management systems, Quality Meetings.
* Liaising with External auditors, Municipality/GSM authorities, Surveyors, Agents/ buyers Representatives Etc.
* QA documents Checks verification of incoming raw materials to meet quality standards against Companies’ specification-Recipe controls. Heading Central Laboratory as “Lab-In charge”.
* Responsible for Positive release of products.
* Conducting Basic food Hygiene Training & educating the work force for maintaining Hygiene, Sanitation & Good manufacturing practices. Approved as trainer by Local Regulatory Body.
* Co-ordinate with the production staff, HR & Management for Quality Compliance, HSE, Ethical audits.
* Maintain Customer complaints & Corrective action records.
* Managing a team of 5 QC officers 1-Laboratory In charge, 10 production supervisors and 10 Hygiene/cleaning staff
1. **Seville Products Ltd., An IFFCO Group of Companies, United Arab Emirates.**

**Associate Manager Production; Frozen Meat Division, Sea Food Division: 4 Years [April 2003-July2007]**

**Job profile**:

* Oversee and manage day-to-day operations of the Production Department. For all the production lines which are Frozen Products, Formed Products, Breaded Products, Franks/Sausages.
* Manage production & implement GMP ensuring a safe environment & achieving daily production targets.
* Utilize staff & equipment in a manner which will adhere to safety & quality.
* Monitor production inputs & outputs to minimize losses( Material shortage & wastage, time, breakdowns)
* Ensure all product orders are produced on time in line with the production plan.
* Make equipment’s available for planned maintenance execution.
* Liaise & interact, manage relationships with suppliers, internal customers (RnD, Engineering) to execute trials & audits, along with keeping the achievements of targets.
* Ensure ongoing coaching, briefing, development & training of production staff. Conduct performance appraisal, reward & discipline employees.
* Monthly reporting: raise reports on achievements & issues of the month.
* Key Person responsible for representing, design/art work of packaging details of new product launch, approval from legal bodies.
* Conducting R&D trials on the shop floor as per the directions of BDM/Sales Managers, visiting markets for Competitive Brand status- Price, Pack, & Quality study.
* Manpower management with respect to Production Planning and scheduling to maximize Production & increased productivity for Value added Meat Products & Marinated Products.
* Ensuring recipe lockdown, nil consumption variance, process parameters adherence and QC checks. Ensuring 100% order execution and minimal quality complaints across 2 plants.
* Manufacturing for prestigious private labels for Carrefour, Lulu, Walmart, COOP Italia and others.
* Monitoring the production processes and adjusting schedules as needed;
* Support the quality department for the external and internal audits.
* Attain SNOP (Sales & Operation) Meetings with the management
1. **Seville Products Ltd., An IFFCO Group of Companies, United Arab Emirates.**

**Junior Manager -Production Sea Food Division; 2 Years [June 2001-May 2003]**

**Job profile**:

* Manage factory operations, Production planning, assist the plant manager. Capacity Utilization by efficiently using product capacity matrix
* Achieving set targets, reduce wastages, Arrange all the Packaging materials & Raw materials as per the schedule as per the orders. Provide proper schedules for preventive maintenance, sanitation & cleaning.
* Developed new recipe for –Formed Breaded Shrimps, Online Monitoring for Product Quality & reworks.
* Workforce management, Reports & trend analysis
* Machinery & Equipment Training to staff
* Documentation of HACCP & EU requirements.
* To Implement Good Manufacturing Practices in the production area.
* To ensure the efficient utilization of inputs, utilities & other consumable items & to cut down the wastage / losses.
1. **Hiravati Marine Products Ltd., Porbander (Formerly: Amar Cold Storage), Gujarat India.**

**Junior Manager Production/Quality: 5 Years [1996-2001]**

* Responsibilities of Q.C & Production controls, production planning, scheduling
* Personnel hygiene, Plant Sanitation Checks.
* Follow up of HACCP System Implementations activities, conduct root cause analysis.
* Attend audits, follow up of corrective actions
* Documentation & Record keeping.
* **QUALIFICATION**

**M. Sc. Fisheries [1994-1996],** from Karnataka University Karwar, State;-Karnataka, India.

**TRAININGS & SEMINARS**

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| **SR. No** |  **COURSES** | **CONDUCTED BY** |
| **1** | ***Subway 3 Day Haccp Training*** | *Meipc( Middle East Independent Purchasing Company) Dubai* |
| **2** | ***9th Dubai Food Safety Conference***  | *Dubai Municipality* |
| **3** | ***FSSC 22K Implementation training***  | *TUV-SUD -Dubai* |
| **4** | ***Master Trainer*** | *TSI-Dubai* |
| **5** | **3rd Global Halal Summit in Dubai** | **KW group SDN BHD** |
| **6** | **Halal forum 2012** | **Sharjah Expo** |
| **7** | **FSSC 22000 Lead Auditor Training** | **SGS Gulf, Dubai** |
| **8** | **HACCP Refresher training** | **SGS Gulf, Dubai** |
| **9** | **First Aid Training** | **Vigilant Dubai** |
| **10** | **OSHA –Safety Training** | **Gems tech .Institute Sharjah** |
| **11** | **In House Basic Food Hygiene Trainer approval** | **Approved by Sharjah Municipality** |
| **12** | **HACCP Refresher Training** | **IFFCO Group Corporate Q.A. Manager** |
| **13** | **ISO 22000 Awareness Program** | **Johnson Diversy in collaboration with Dubai Municipality** |
| **14** | **ISO 22000 Awareness Program** | **SGS Gulf, Dubai** |
| **15** | **Advanced Food Hygiene-Level 4****CIEH-U.K (Central Institute of Environment & Health-U.K)-** | **SGS Gulf Dubai.** |
| **16** | **Workshop on EU regulations for “Fish & fisheries Products”** | **European Union & Ministry of Fisheries Sharjah at Ajman on 29th to 31st June 2008** |
| **17** | **Intensive Training in Food Microbiology** | **Central Food Control & Consultancy Laboratory, Sharjah Municipality** |
| **18** | **Manufacture & Marketing of Value added products of Seafood’s** | **M.P.E.D.A –Cochin (Govt of India).** |
| **19** | **HACCP Training Course based on USFDA HACCP/CGMP Regulations** | **M.P.E.D.A, Cochin (Govt of India).** |
| **20** | **HACCP & Own check System. {CFR Part 123.part110} & EEC Directives {91/493/EEC & 94/356/EEC}** | **MPEDA from 16.02.99 to 19.02.99 at Veraval. Presented papers on HACCP System** |
| **21** | **Estimation of “Histamine” in Seafood’s** | **Central Institute of Fisheries Technology. Veraval-Gujarat.** |

**PERSONAL DETAILS**

Name: Saiffodin

Date of Birth: 23 November, 1973

Nationality: Indian

Languages: English, Urdu, Hindi, Kannada, Marathi, & Gujarati.

Marital Status: Married

Children: 3 (studying here in UAE)

Passport Details: [Expiry: 17/01/2026]

Driving License (U.A.E) [Expiry: 25/01/2019]

This is to declare that the above mentioned information is true to best of my ability & knowledge & further any clarifications required will be furnished up on request.

**Thanks regards**

**Saiffodin**