

24th January 2021

The Managing Director
Lagos Free Trade Zone Company
23, Adeola Odeku Street,
6th Floor Block A,
Nipost Office Towers,
Victoria Island,
Lagos.

Dear Sir,

APPLICATION FOR "STR" VISA/ENTRY PERMIT FOR NEERAJ KUMAR

Please find enclosed herewith, the following documents as submitted by Mr. Neeraj Kumar who has been appointed as "**QUALITY ASSURANCE MANAGER**" for KTLFTZ ENTERPRISE to enable him obtain STR visa.

We kindly request you to do the needful to enable him to obtain STR visa at the Nigeria High Commission in India.

S/N	NAME	SEX	DESIGNATION	NATIONALITY	PASSPORT NO
1.	NEERAJ KUMAR	M	QUALITY ASSURANCE MANAGER	INDIAN	M 9183182

Documents attached are as stated below

1. Photocopy of International Passports
2. Copy of Appointment Letter
3. Copy of Acceptance
4. Copy of Resume/credentials
5. Copy of Operating License
6. Copy of Certificate of Registration.

Thanking you for your usual kind co-operation and kind response.

Yours Faithfully,

FOR: KT LFTZ ENTERPRISE



Liasu A.Y

HR/Admin Manager

MD

卷之四

9183182

(continued from page 6)

NEERAJ KUMAR

THE NEW NEGOTIABILITY

1954

Date of Birth

[Faint vertical text or markings]

3

26/11/1989

THE NEW YORK PUBLIC LIBRARY

NOIDA, UTTAR PRADESH

UNITED STATES DEPARTMENT OF JUSTICE

GHAZIABAD

DATE REC'D BY LIBRARY / DATE OF ISSUANCE

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23/04/2015

22/04/2025

Lebanon

P<IND<<NEERAJ<KUMAR<>>>>>>>>>>>>>>>>>>>>>>
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SHASHI BHUSHAN

MAYA DEVI

PRIYANKA KUMARI

229, SAURKHA JAHIDABAD SEC 115

NOIDA, GAUTAM BUDH NAGAR

PIN: 201301, UTTAR PRADESH, INDIA

GZ1068482045015

M9183182



29th November 2021.

NEERAJ KUMAR
229, Saurkha Jahidabad Sec 115
Noida, Gautam Budh
Uttar Pradesh,
India.

Dear Patel,

LETTER OF APPOINTMENT AS QUALITY ASSURANCE MANAGER

We have the pleasure of informing you that you have been offer the post of "QUALITY ASSURANCE" in our company based on your interview.

We Request that you confirm in writing your acceptance of this appointment to this office as soon as possible.

Yours Faithfully,

For: KT LFTZ ENTERPRISE

A handwritten signature in black ink, appearing to read 'Liasu A.Y.', written over a circular stamp.

Liasu A.Y
HR/Admin Manager

13th December 2021.

The HR/Admin Manager,
KT LFTZ ENTERPRISE,
Itoke Village,
Ibeju Lekki,
Lagos.

LETTER OF ACCEPTANCE OF APPOINTMENT AS QUALITY ASSURANCE MANAGER

Your letter dated 29TH November 2021 refers.

I hereby accept the offer given me as 'QUALITY ASSURANCE MANAGER' in your company. Every arrangement will be made to facilitate my earliest take up of the appointment.

Looking forward to joining your organization soonest.

Thanks.

Yours Faithfully,



NEERAJ.

महर्षि दयानन्द विश्वविद्यालय, रोहतक

(हरियाणा राज्य विधान के अधिनियम 25/1975 के अन्तर्गत स्थापित)

बैचलर ऑफ टेक्नोलॉजी

(बायो टेक्नोलॉजी)

प्रमाणित किया जाता है कि नीरज कुमार
सुपुत्र/सुपुत्री श्री शशी भूषण विद्यार्थी
विश्वविद्यालय इंजीनियरिंग एवं तकनीकी संस्थान रोहतक
को इस विश्वविद्यालय द्वारा मई 2011 में आयोजित तत्सम्बन्धी परीक्षा
प्रथम (स-सम्मान) श्रेणी में उत्तीर्ण कर लेने के उपरान्त बैचलर ऑफ
टेक्नोलॉजी (बायो टेक्नोलॉजी) की उपाधि प्रदान की जाती है।

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(Established Under Haryana Act No. 25 of 1975)

BACHELOR OF TECHNOLOGY

(BIO-TECHNOLOGY)

This is to certify that NEERAJ KUMAR
son/daughter of Shri. SHASHI BHUSHAN a student of
UNIVERSITY INSTT. OF ENGG. & TECH ROHTAK
is hereby awarded the degree of BACHELOR OF TECHNOLOGY
(BIO-TECHNOLOGY) on his/her having passed the Examination for the
said degree held in MAY 2011. He/She is placed in FIRST Division
With Honours.

विश्वविद्यालय के मुद्रांकन द्वारा प्रमाणित
Given under the seal of the University



Handwritten signature

कुलपति

Vice-Chancellor

Handwritten signature: Jagannath Paradiya

कुलसचिव

Handwritten signature

Maharshi Dayanand University, Rohtak

(Established under Haryana Act No. 25 of 1975)



DMC No. 000462

Roll No. 1137515352

Regd No. 07-RUR-2734

RESULT-cum-DETAILED MARKS CARD

BACHELOR OF TECHNOLOGY
(BIO-TECHNOLOGY)

8TH SEMESTER EXAMINATION MAY, 2011

Student Name: SHEPAJ KUMAR

Father's Name: Smt. SHSHI BHUSHAN

Mother's Name: Smt. MAYA DEVI

DETAILS OF MARKS

Sl. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	E11 INDUSTRIAL PROJECT TRAINING BT-402	220 270 490	100 220	250P 300S 550
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	Total Total 1 To VII Sem Grand Total	0490 4390 4880		0550 5750 6300

RESULT: PASSED AND OBTAINED FOUR THOUSAND EIGHT HUNDRED EIGHTY MARKS

DATED: AUG 07, 2011

ROHTAK

Checked by: 88 2 22
(Check) (Assess)

Date of Issue

[Signature]

RESUME

NEERAJ KUMAR

Phone No. +918755568707, +919953824414

E-mail: neeraj.kumar760@gmail.com

Permanent Address

House no. 112, sector-121
Gautam budh nagar, Noida
Uttar-Pradesh (India)

Objective: To procure a responsible position in a growth oriented organization which offers job responsibility by using my experience and skills for achieving organizational goal.

Experience: Total 10 years 04 months (India, Nigeria & Egypt)

(Demonstrated managerial experience of Quality, Food safety & Audits (1st, 2nd, 3rd party) & FSMS, QMS, Haccp, AIBI, FSSC 22000, BRC, SON, EFSA, PCQI & LSS Tools.

I have demonstrated ability to develop, implement, maintain & improve the Quality & Food Safety Management System from scratch & improving the existing systems.

I have demonstrated ability for cost reduction, Process streamlining & improvement.

QA/QC, QP, Quality Systems & improvements, Online inspections, R&D trails, SQA Assessment & Approval, FSMS Development & Implementation, CODEX (HACCP), Budget Mgt. Including CAPEX Mgt., COPQ, Quality Dashboard mgt., Deviation & Incident mgt. Customer complaint mgt., **Cost reduction, External & internal communications (Customers, vendors, regulatory, corporate & Top management communications)** Product data specification development, Planning & execution of (Internal, Regulatory & customers) audits, Raw materials & Packing material Analysis, Developing & maintaining **Quality & Food safety Culture**, Regulatory Norms awareness (Licensing, Periodic Testing, Packaging & Labelling), Food Safety Audits & certifications Mgt. (Regulatory, Internal & External), Lab Management, HALAL, FSSC 22000, GMP, **Warehouse & distributors Audits, Packing materials supplier audits**, GHK, FSSAI, AIBI, RCA & CAPA, Documentation, SAP, FAT, Process (Control, Optimization, Validation) CTQ & CTP, Regular Quality Operations Management, Pest control Mgt., Sanitation, **Continuous Improvement & Lean Six Sigma**, Trainings & Training Plan Development.

Managerial Skills: Team Building & Management, People Mgt., Details oriented & flexible., Cross-functional relation Mgt, Cross-culture Team Mgt., Strategic Planning, Customer & business Oriented, Soft skills, Effective Written Business communications & Presentation Skills, & Leadership & Strategic traits, Goal oriented, Strong analytical skills, Disturbance handler, Problem solving, Coaching, motivation & influencing, Departments KPI's Implementation & tracking.

Key Achievements & Significant Activities:

Haldiram Snacks Pvt. Ltd. India (Namkeens, Snacks, Chips, Kurkure (Taka-tak), Sweets etc.)

1. Learnt & conceptualize the processing of various (70) kinds of snacks products, including all aspects of quality & food safety.

TUV India:

1. Audited **more than 160 Suppliers** for Quality & Food safety management system (Raw materials supplier, Packing materials supplier), Warehouse & distributors, Hotels, Restaurants & cloud kitchens etc. (FSSAI, FSSC 22000 & AIBI etc.

Kerry Ingredients Pvt. Ltd. (Seasonings, Breadcrumbs, Corn crumbs, Sauces & Mayonnaise etc.)

1. Independently executed Regulatory, customer audits & Third party audits.

2. Awarded "Employee of the Quarter" for Kaizen, Improving GMP & Pest Control etc.
3. Developed & implemented Area line clearance checklist, Quality Plan & FMEA for Food safety, training lead & overall quality & FS culture development including team management.
4. Lead the "Project Golden 6" for improvement of GMP.
5. Lead the "Project Clean" Revamp of Master Cleaning Regime to improve Quality Plant Cleaning Condition.
6. Lead the "Project Pest Control" to completely stop pest entrance in Processing, packing & warehouse area.
7. Lead the improvements "Projects related to Kaizen & GMP".
8. Lead the "Project Complaint Reduction" via effective use of ILS6 tools & Methods.
9. Lead Camera installation assignment "Project for food safety & Food Defense".
10. Lead the Haccp plan development & Implementation for 04 Lines, Improved Quality & Food safety control plan, SOP & checklists.
11. Improved plant GMP by Weekly Internal Audit & ensuring on time closure of identified gaps.

Combination Industries Ltd. (Nigeria) (Extruded Snacks & Breakfast cereals)

1. Improved the Product quality and re-establish the company into the market by knowing customer requirement in the market with sales team.
2. Worked on Green Field Projects to establish another extrusion plant of American Extrusion.

Patanjali Ayurved: (Pulses, Lentils, Flour, Snacks, Spices & Sweets)

Mediterraneo Industries: Processor & Exporter (Pulses, Lentils, Beans, Tea, Rice, Spices & Sugar)

1. Increased Packing efficiency by 25 % in Mediterraneo.
2. Increased 50% monthly production from 2000 MT to 3000 MT in Mediterraneo.

Experience chronology:

S. No.	Company Name	Start	Till	Designation
1	Mediterraneo Industries (Egypt)	Mar-2021	Sep-2021	Operations Head (Production, Quality & FS Continuous Improvement)
2	TUV India Pvt. Ltd, India	Mar-2020	Feb-2021	Quality & Food Safety Auditor
3	Kerry Ingredients Pvt. Ltd.	Oct-18	Feb-20	Asst. Manager (Quality, Food safety & Continuous Improvement)
4	Patanjali Ayurved Ltd.	Jun-17	Sep-18	Corporate QA Manager
5	Combination Industries (Nigeria)	Jun-16	May-17	Quality Lead
6	Haldiram Snacks Pvt. Ltd. India	Jun-2011	May-16	Sr. Executive (Quality & Food Safety)

About Me: I am innovative, dynamic, curious, enthusiastic, detailed oriented & out of box, innovative thinker with Disciplined, Punctual, Polite, Humble, Sober & people oriented attitude with good interpersonal & communication skills.

Certification & Activities:

- Certified Lead Auditor FSSC 22000 (V5.1) (SGS) Certificate no. 41470915.
- Completed FSSC 22000 awareness course (V5) TUV India Pvt. Ltd.
- Certified Lead Auditor ISO 9001:2015 TUV India Pvt. Ltd.
- Certified in Internal Auditor FSSC 22000:2018 (V5) (TUV India Pvt. Ltd.)
- Certified on Codex HACCP 2003 (TUV India Pvt. Ltd.)
- Certified in Food Fraud & Food Defense (TUV Nord India Pvt. Ltd.)
- Completed 05 days Food Safety (PRP) AIB International training.
- Completed 03 days PCQI, FSPCA (US) training.
- Completed 01day awareness course for Halal Requirements.
- Certified on Lean Six Sigma Green Belt From ASQ (June-2018) India
- Certified on 07 QC TOOLS, MINITAB USA.
- Completed Course on Communication skills, Soft skills, Presentation Skills from Dale Carnegie.
- Certified & demonstrated training on Sensory Analysis from NIFARI Pune India.
- Trained & Demonstrate knowledge of Food Machine Hygiene Design, EHEDG Europe.

Responsibilities:

To ensure adherence to defined quality & Food safety standards for products, processes, systems & works towards overall quality & Food safety KPI improvement keeping in mind company policies, guidelines & regulatory requirements, being customer & business oriented & Keeping their requirement at top.

Plant Quality (Daily Works Management):

- Lead the Quality dept. to ensure company policies, objectives and business goals are achieved.
- Lead team of 20 peoples by supervising & mentoring them, evaluating & improving their performances with training & regular coaching, setting priorities as per communication with plant leadership team.
- Managed on-time completion of shop-floor activities like physiochemical analysis, Area line clearance, labels approvals, records fillings & ad-hoc tasks with coordination of shift executives.
- Responsible for ensuring completion of daily tasks by effective planning, organizing, directing controlling, Motivating the team.
- Responsible for informing, escalating & coordinating with sr. plant authorities to resolve Quality deviations & food safety, customer complaints incidences of plant by identifying RCA & preparing & implementing CAPA & further tracking the repetition of same complaints.
- Responsible for handling shop-floor trouble shootings & complaint activities with coordination of teams, doing RCA (Fishbone & 5why)& CAPA sharing the findings with teams, preparing OPL & performing kaizen to stop recurrence.
- Responsible for inspiring & improving cultural behavioral & practices of team members.
- Lead & Drive **continuous improvement** on shop floor by training & encouraging the People to raise the quality & food safety bar to next level related to product & process.
- Responsible for ensuring timely preparation & reporting of **monthly global reporting** of Quality & Food safety **reports & Score cards** to senior Mgt. team.
- Responsible for random verification of process control parameters & resolving the complexity.
- Representing defects & defective data graphically & statistically, solving the causes with team.
- Preparing control chart evident outliers & then cascading the finding down the line.
- Responsible for reporting & documentation with timely closure of incident & deviation Management. Analyzing the issues in details to take tuff calls for business continuity.
- Responsible for conducting quality KPI dashboard meeting & evaluating the Plant (Quality) performance on daily, monthly & yearly basis, timely reporting to Sr. management.
- Responsible for resolving day to day troubles related to product, processes, RM, PM, operations, Quality & food safety for smooth function of plant & achieving business goals.

- Facilitate/manage sample pulls and retention by chronological sample retention.
- Responsible for providing solution for process trouble shooting & FG salvage plan.
- Responsible for **Daily Finished Products sensory evaluation**.
- Supervised **Daily works management** of Quality Dept. like Positive Product release, COA printing via SAP after validation,
- Responsible for External & Internal follow-up for rapid business decisions
- Responsible for verifying product data specification sheet.
- Responsible for Shop-floor & lab instruments calibrations & verifications.

Audits & Compliances:

- Responsible for Planning & execution of **customer & regulatory** audits with on time closure of raised non-conformance having end to end coordination with cross-function teams.
- Responsible for ensuring the **update & sustainability** of all certifications & re-certification/surveillance audits as per audit plan.
- First Person Responsible for internal (GMP Audit) & External Customer Quality & Food safety audits like AIB, Customer Audits (Kellogg's, Mc Donald, Almarai and KFC & PepsiCo), Regulatory (FSSAI & SFDA), HALAL, FSSC 22000, **SQA & AIB** Audits.
- Acted as the subject matter expert regarding quality and governmental regulations for the plant.
- Responsible for representing from quality team for ISO 14001 & OHSAS 18001 activities & preparing relevant (Aspect & impact) document, taking safety tasks related initiatives.
- Responsible for annual 50 vendor's audit, regulatory & third party from planning to completion.
- Audited More than **160 vendors & internal audits, on the basis of AIB, FSSC 22000 standards.**
- Audited **11 warehouses /CNF**, on the basis of BRC Storage & distribution standards.
- Audited **08 Packing & Packaging material vendors**, on the basis of BRC IOP standards.

Food Safety Management System:

- Responsible for maintenance or approved status of FSSC 22000, FSSAI, AIBI, Customer audits & Halal etc.
- Responsible for Developing/Creating, implementing, monitoring, reviewing & improvement of food safety documents like. Manuals, SOP, SSOP, work instructions, formats, Quality Control Plans, Master cleaning schedule, Master sanitation schedule & Area line clearances.
- Responsible for documentation management of RM, PM Specifications & Reports, FG & Reworks, specifications & Reports, Audits reports, GMP, COA reports, Formats, SOP & Inspection reports.
- Responsible for preparing validation & change control management document & records.
- Responsible for facilitation, tracking improvement in food safety, deviation, incident, corrective action, internal audit NC's & updating top management.
- Demonstrated knowledge of **HACCP, VACCP & TACCP** plan development & improvements.
- Coordinate efforts to ensure plant environment, machinery and personnel meets sanitary needs.
- Responsible for Assessing **Factory Acceptance Test** (Hygienic Design) of New Machines as per EHEDG guidelines.

Regulatory Compliances: (Packaging & Labelling)

- Demonstrated knowledge of FSSAI General Packaging & labelling Requirement, Periodic testing & Hygienic requirement (Schedule-4, Part II).
- Responsible for implementing & verification of regulatory requirement related to Raw material, packing materials, return materials and Finished Products.
- Developed, implement, review and maintain art work related to Packaging, labelling & Regulatory Fundamentals in conjunction with Corporate Quality & Regulatory Team.

Reporting:

- Responsible for preparing & reporting monthly MIS (Management information system) in Quality aspects including (COPQ, Complaint trend, RFT, Audits results, incident & deviation management, Trainings & GMP scores & reviewing Critical to Quality (CTQ) parameter.
- Presenting plant Quality & FS data & performance to Leadership team for business decisions.
- Developed and implemented the Quality KPI & **IQMS (Integrated Quality Management System)** in Plants and use data to further Quality & Food safety improvement.

Cost Reduction:

- Responsible for preparing, monitoring & tracking & controlling dept. budget including CAPEX.
- Demonstrated knowledge of **Operations & CAPEX Cost reduction** of by using six sigma tools.
- **3.4 Crore** rupees saved in Kerry Ingredients by Process improvement, Pkg. material, Lab testing.

Strategy & Planning:

- Demonstrated ability to set & Plan short term & Long term vision & strategic directions.
- Responsible for implementing the top level strategic planning in the plant by converting into the tactical and functional (Operational) level.
- Excellent skill in strategically planning & Prioritizing the routine tasks & ad-hoc programs & Projects for efficient & effective outcomes keeping in mind **big picture & Bird view**.

Communications:

- Responsible for responding to client-related quality, certification, technical documents inquiries, quality agreements, Audits questionnaires, evaluation reports etc.
- Coordination for **New Products Trails** and alignment with other team member & dept. for easy adaptation and operation with closure of SOP & specifications.
- Coordination with corporate team for implementation of updated informations & policies etc.
- Communicate with salespeople & Customer regarding product quality & supply chain issues.
- Responsible for handling, resolving & completing customer complaints & Technical challenges.
- Responsible for **monitoring & reviewing of outsource agencies activities & annual contracts** like Pest control, House Keeping, laundry, equipment's calibration agencies & lab testing.
- Responsible for Coordinating & verifying Preventive maintenance Plan of Process machines.
- Support production team & Plant operation team to achieve customer satisfaction.
- Experienced in cross-culture team management & coordinated with international & Indian customers, regulatory, customer & corporate co-ordinations & communications.
- Evaluate employee performance; assist with selection, hiring, advancement, transfer, promotion and termination decisions.

R&D & Innovation:

- Ensure timely completion of artwork changes in coordination with NPD, regulatory & Pkg. teams with on time implementation on shop floor.
- Support customer with technical solution & innovative product ideas & concepts.
- **Conceptualized & formulated Extruded Snacks, Breakfast Cereals, bakery & seasonings.**

Lean Six Sigma:

- Responsible for creating Operational excellence in quality & Process by using by using lean six sigma tools like SPC, SQC, SMED, 07 QC tools, FMEA, QFD, DOE, KAIZAN, OPL, 5S, Cp, Cpk, Ppk, SIPOC, 3M & Visual Management.
- Monitoring and controlling the **cost of Quality**, providing consolidated suggestion for cost reduction by **statistically** analyzing the costing and visualize the processes.

Lab Lead:

- Awareness to Lab management requirement ISO 17025:2017.
- Lead lab activities like RM & Pkg., Microbial analysis & daily site required testing, on-time calibration of instruments, chemical replenishments etc.
- Lead Allergen validation, Process validation, EMP & MCS preparation & implementation.
- Responsible for co-ordination with external labs for on time **daily, weekly, monthly, six monthly & annual microbiological, regulatory & R&D testing.**

Trainings:

- Prepared Annual training Plan post evaluation of TNI for Production, Quality, Supply chain, Purchase teams, HR & Admin etc.
- Prepared & coordinated relevant training content as per requirement of team.
- Managed & trained the personnel to ensure competency to carry out functions affecting product legality, quality, and safety.
- Trained people on FSMS, HACCP, HARP, PRP's, GMP, 07 QC tools, 07 waste, continuous improvement and various others trainings by visual management & by setting examples.

Education:

- University Institute of Engg. & Technology, Maharishi Dayanand University Rohtak India
- **Major: (B.tech) in Biotechnology** Passed with 77.4% (June 2011)
- PG Diploma in **International Business Operations** (June 2014), (IGNOU)
- PG Diploma in **Food Science and technology** (June 2015), (IGNOU)
- PG Diploma in **Food safety and Quality Management** (June. 2016), (IGNOU)

Personal:

Father name:	Shashi Bhushan Prashad	Date of Birth:	26/Nov/1989
Marital Status:	Married	Relocate:	Willing
Passport no.:	M9183182		
Interests:	Quality, FSMS & Operational excellence Etc.		

(Neeraj Kumar)

NIGERIAN EXPORT PROCESSING ZONES AUTHORITY -
022200800100

Payment Receipt

Generated On 31/01/2022



Remita Retrieval Reference (RRR)

2406-0558-8121

PAYER INFORMATION

NAME	KTLFTZ ENTERPRISE
EMAIL	KTLFTZ.SEGUNIT@KELLOGGTOLARAM.COM
PHONE NUMBER	2347030919197

PAYMENT DETAILS

PAYMENT DATE	PAYMENT REF	SERVICE DESCRIPTION	AMOUNT (NGN)	CHARGES (NGN)	VAT ON CHARGES (NGN)	TOTAL (NGN)
31/01/2022	240605588121	IMMIGRATION RELATED MATTERS	20,000.00	150.00	11.25	20,161.25
		TOTAL PAID	20,000.00	150.00	11.25	20,161.25
		TOTAL AMOUNT				20,161.25
		BALANCE DUE				0.00

BILLER REQUIRED INFORMATION

ITEM	DESCRIPTION
Description	BEING STR VISA APPLICATION FOR NEERAJ KUMAR

PAYMENT CHANNEL INFORMATION

PAYMENT CHANNEL	MASKED CARD PAN	AUTHORIZATION REF	CARD SCHEME
SKYEBRANCH			

You can contact Remita Support at support@remita.net or on +234 1 280 5182, 0803 555 5051