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| **MUHAMMAD RIAZ** 3rd Floor, H-53, Rafa-e-Aam Housing Society,  Malir Halt, Karachi, PAKISTAN  Mobile: +92 300 2335982 Email: m.riaz.mughal@gmail.com mriazmpk@yahoo.com |  | **Riaz** |

**Objective**

“Looking to secure a challenging and rewarding new role with a industry, where my skills, knowledge and expertise gained throughout previous experience can be transferred across and utilized to best effect for the benefit of your organization.”

**Key Competencies**

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| * Leadership | * Decision Making |
| * Communication | * Training |
| * Problem Solving | * MS Office, Email Communications, Presentations |

**Experience:**

**The Searle Company Limited (Formerly Searle Pakistan Limited) Oct 2002 - To date**

**Officer Packaging**

**Major Responsibilities**

Solid & Liquid Packaging

* Discussion of daily planning and work schedule with Production Manager.
* To raise Packaging Orders as per Plan and submit to Store.
* To arrange and transfer of issued Packing/Bulk Material to their respective areas.
* To keep strict Supervision at each and every Stage complying with GMP.
* After completion of Packaging Activities recheck/reconcile with M.O/P.O. and arrange to transfer to Store.
* To ensure the Packaging Operation is completed within specified Time as agreed with Finance Department.
* To Submit the Packaging Report to Production Manager daily.
* To keep the in process Bulk/Packing components/Packed Units in secure manner at all times.
* To make all necessary efforts through personal interest and experience to boost the Packaging activities to a maximum.
* To ensure a compliance of a well defined and validated SOPs.
* Responsible for day-to-day all other Packaging Activities of Capsules, Syrups, Suspensions and Solids assigned by company time to time.
* Preparing SOPs, BMRs, and Presentations etc.
* To maintain the discipline and Administration in respect of scheduled tea/lunch timing, arrival/departure, overtimes, leaves of personnel working in the section.
* To check Proper Dressing of Packing Personnel and take pre-cautionary measure to Packaging precautions
* Providing assistance and developing a healthy motivated work force in the area.
* To maintain the utmost co-ordination and co-operation with related sections and department in order to achieve the key objectives.
* Establishing effective communication between non-management and management staff.
* Scheduling, Planning & Organizing the Production Program with the help of Production Planning and Control Department.
* Maximizing service to the internal customer/Sales Division to meet the demands of forecasted sales/distribution.
* Optimizing product to ensure that products meet laid down products specifications.
* Managing the workforce by providing all necessary training to ensure all activities are conducted in a safe and efficient manner.
* Optimize product yield and wastage to maximize the contribution of profitability of the operation.
* Ensure the manpower and other resources required to achieve manufacturing objectives and localization target numbers are achieved.
* Deputies in absence of Manager

**SmithKline Beecham (Newly Glaxo SmithKline) June 1997 – Jan 2002**

**Officer Production**

**Major Responsibilities**

Solid & Dry Suspension manufacturing and packaging.

* Receiving the manufacturing/Packaging order from the planning department.
* Making requisition to the stores for the manufacturing/pscksging order.
* Receiving of the raw/packaging material from the stores as per GMP requirements.
* Carry out batch manufacturing/packaging as per GMP requirements.
* Giving line clearance before initiating new batch for manufacturing and packaging.
* In-process control at all stages.
* Supervision of filling and packaging.
* Supervision of the staff & Workforce working in the department.
* Implementation of the GMP in the department.

**Education**

* **M.Sc. - Organic Chemistry 2014**

(Federal Urdu University of Arts, Science and Technology, Karachi)

* **B.Sc. (Zoology, Botany, Chemistry) 1994**

(Govt. degree Science College, Sukkur)

* **Intermediate (Pre-Medical) 1992**

**Professional Development**

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| * One year Diploma in Computer Science |
| * BPCS training of Production Module at SmithKline Beecham (Newly GSK). * Advance MS Excel 2007 at Searle The Searle Company Limited. * Fire Fighting and First Aid Training at Searle Pakistan Limited * Scheduled Internal GMP trainings at The Searle Company Limited |

**Key I.T Skills**

* Word, Excel, PowerPoint, Networking, Website Development
* Email Communications
* BPCS, ERP

**Other Details**

**Well versed in:**

* English
* Urdu

**Passions:**

1. Intellectual rigor and curiosity.
2. Negotiation and good communication skills.
3. Honesty and integrity.
4. Openness to learning and courage to admit others view.
5. Dedicated, motivated, punctual and self confident.
6. Manage properly all team members & encourage them.

**Special Projects:**

* **Established a system to record Losses in hours for Production.**
* **Contributed to set and define Standard Labor Hours in Production**
* **Contributed to set & define Standards with role and responsibilities for Production.**
* **Established a system to build different teams on quarterly basis to boost the productivity.**
* **Differentiated the job assignments between Service Providing and Manufacturing Departments**
* **Conduct the 7 days onsite Training on ERP system at Lahore Plant – The Searle Company**

**Other Skills:** Knowledge of Accounting (Preparing CashBook, Petty Cash Book, G. Ledger, Ledger, Trial Balance, Balance Sheets, Income Statement, Bank Statement)

**Night Shifts:** Managinged, Organized and supervised work force (approximately 150) to achieve Targets in minimum time by keeping utmost supervision and GMP on every stage for approx. 5 years

**Personal:**  Father Name: Hukum Din

Date of Birth: April 10, 1974

Marital Status: Married

Nationality: Pakistani