

MUMINI ABDULAZEEZ

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OBJECTIVES

To work with the existing staff and facilities conducting the best of my ability and quota, so as to improve organization objectives and achieve managerial goals and target, also to obtain a position in an organization where I can maximize my experience and the knowledge have acquired for the growth of the organization.

PERSONAL DATA:

DATE OF BIRTH:	13 th December, 1993.
SEX:	Male.
STATE OF ORIGIN:	Kwara State.
MARITAL STATUS:	Married.
LOCAL GOVERNMENT:	Ilorin East.

EDUCATION QUALIFICATION WITH DATE

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| • Higher National Diploma in Science Laboratory Technology.
(Chemistry Option).
(Osun State Polytechnics, Iree). | <i>2013 – 2015</i> |
| • National Diploma in Science Laboratory Technology.
(Osun State Polytechnics, Iree). | <i>2010 – 2012</i> |
| • Senior Secondary School Certificate.
(School of Science Ikirun, Osun State). | <i>2002 – 2008</i> |

PERSONAL SKILLS:

- ✓ Good communication skills with English, Yoruba and Hausa.
- ✓ Analytical, technical and self-motivated with excellent organizational skills and ability to work effectively.
- ✓ Problem solving skills.
- ✓ Good interpersonal relationship.
- ✓ To work with little or no supervision.
- ✓ Good computer knowledge.
- ✓ Good Managerial skills.
- ✓ Good analytical skills including chemical, physical and microbiological analysis.
- ✓ HACCP skills to identify and control hazards.
- ✓ Trouble shooting and process audit skills.
- ✓ Traceability skills in all phases of production from raw materials to finish products.

TRAININGS AND COURSES:

- Good Manufacturing Practice (GMP).
- Hazard Analysis Critical Control Point (HACCP).
- Food Safety Management System (FSMS) ISO 22000:2018.
- Quality Management System (QMS) ISO 9001:2015.

WORKING EXPERIENCE WITH DATES:

Hillcrest Agro-Allied Industries Limited.

April 4th 2022-Oct. 31st 2023.

Amberi Ajase-Ipo Kwara State.

Position: Assistance Quality Assurance/Warehouse Manager.

JOB DESCRIPTION:

❖ As Assistance Quality Assurance Manager.

1. Training of staff on quality output of the production in the milling.
2. Understand the standards, quality and regulatory requirements for rice milling of the internal customers and the external customers in order to develop effective quality control/assurance process.
3. Ensure that all raw materials to be used for production conform to the set standards and specifications.
4. Monitoring of the production processes and operatives to ensure strict adherence to the standard operating procedures (SOPs).
5. Develop the analysis of samples from all phase of rice production and the finished rice to meet the standards and requirements of the SON and NAFDAC.
6. Quality audits to ensure that quality policies and procedures are strictly complied with.
7. Monitoring working conditions to ensure the continued provision of workplace safety.
8. Put in place measure that guarantees that all measuring tools are continually calibrated as required.
9. Provide guidance and supervise quality control officer/technicians and get feedback.
10. Responsible for the overall set up of the laboratory, equipment and apparatus needed tests to be carried out and test methods, quality specifications as well as needed manpower to meet all regulatory requirements.
11. Developing and implementing work instructions and standard operating procedures to meet organization and applicable regulatory requirements.
12. Inspect bagged rice and compare properties to requirements. Approve the right bagged rice or reject defective rice.
13. Ensure that all finished products conform to the set standards and specifications before they are been sold into the market.
14. Responsible for maintaining and operating laboratory to meet all requirements for testing of incoming, in-process and finished goods consistently.
15. Set quality requirements for bagged rice, physical appearance, presence of stones, quantity of broken rice, quantity of chalky rice, moisture content, monitor their compliance to legal standards and meet customer expectations before sealing the bags.
16. Reporting to management on all process innovations and changes.
17. Implementation of HACCP (Hazard Analysis and Critical Control Point).
18. Keep accurate records, documentation and perform statistical analysis.
19. Prepare and submit feedback of quality production on activities and periodic reports/results to the manager on daily and weekly basis.
20. In charge of quality entries on both hard and soft copy.

❖ Assisting Warehouse Manager.

1. Put in place a system of First-In-First-Out (FIFO) principle of the bagged rice in the warehouse to monitor their compliance, set quality requirements for warehouse storage conditions of bagged rice.
2. Implement quality control procedures in warehouse.
3. Inspect products for defect or damage in order to carry out FEFO principle.
4. Provide relevant information about daily operations for quality assurance/warehouse manager.
5. Record necessary data into the weighbridge system and generate required information foe QA/warehouse manager.
6. Monitor the arrival of paddy trucks, empty truck and inform the department for any analysis and weigh.
7. Check and verify stock of materials in warehouse daily.

8. Supervise the materials received against customer waybills, orders, packing list and billings.
9. Ensure that the warehouses are always well organized and kept clean and tidy.
10. Requesting for the fumigations of the warehouses at when due.

Jia Rice Mills Limited Sharada Phase 1 Kano August 2nd 2021- March 31st 2022

Position: Quality Control Supervisor/Warehouse Supervisor.

JOB DESCRIPTION:

❖ As a Quality Control Supervisor.

1. Aim the paddy to meet the standards or requirement of the company.
2. Identify and remedy defects within the production process.
3. Preparation and submission of lab test result to the manager in charge on daily, weekly and monthly basis.
4. Collection of samples from all phase of rice production and the finished rice to meet the standards and requirements of the SON and NAFDAC.
5. Taken the weight of the empty sack and the bagged rice to avoid over weight and under weight.
6. Be in charge of the company environment to neat and clean.
7. Responsible for the overall set up of the laboratory, equipment and apparatus needed tests to be carried out and test methods, quality specifications as well as needed manpower to meet all regulatory requirements.
8. Responsible for maintaining and operating laboratory to meet all requirements for testing of incoming, in-process and finished goods consistently.
9. Reporting to management on all process innovations and changes in quality.
10. Implementation of HACCP (Hazard Analysis and Critical Control Point).

❖ As a Warehouse Supervisor.

1. Taken the record of finished rice and by-product and update it in both soft and hard copy, then forward it to the managers concern.
2. Ensure that the warehouses are always well organized and kept clean and tidy.
3. Supervising stacking of paddy/finished products/by-products at warehouse to guarantee safety and accountability.
4. Reporting to management on all process innovations and changes in warehouse.
5. In charge of quality/warehouse entries on both hard and soft copy.
6. Ensure correct labeling of the product in the warehouse date wise.
7. Assist with loading and unloading of products. Put in place a system of First-In-First-Out (FIFO) principle of the bagged rice in the warehouse to monitor their compliance, set quality requirements for warehouse storage conditions of bagged rice.

Popular Farms and Mills Limited (Stallion Rice), Kano State March 1st 2017-July 31st 2021

Position: Quality Control Officer/Technician and Warehouse (Out Station job) Sharada Warehouse Kano

JOB DESCRIPTION:

❖ As a Quality Control Officer/Technician

1. Collect and test sample from all incoming paddy, with the aim of determining if the paddy to meet the standards or requirement.
2. Identify and remedy defects within the production process.
3. Maintenance records in form of hard copy and soft copy on the computer.
4. Preparation and submission of lab test result to the supervisor on daily basis.
5. Collection of samples from all phase of rice production and the finished rice to meet the standards and requirements.
6. Reporting to management on all process innovations and changes.
7. In charge of quality entries on both hard and soft copy.
8. Member of the pest control and Fumigation team.

❖ **As a Warehouse Officer.**

1. Receiving and dispatching of goods in the warehouse.
2. Supervising loading and unloading operations at warehouse and production intake (tipping).
3. Arrange materials in a way that guarantee First-In-First-Out (FIFO) principle.
4. Record daily activities in hard copy ledgers and computer.
5. Taking of physical stock in the warehouse.
6. Verify accuracy of received items.
7. Carry out day-to-day operations in a warehouse.

HOBBIES:

- ❖ Reading.
- ❖ Making research.
- ❖ Listening to people.
- ❖ Surfing the internet for updates.
- ❖ Leadership capacity.
- ❖ Learning valuable skills.
- ❖ Active follower.
- ❖ Impacting knowledge.

REFEREES

Available upon request.