



Name: Shubnit Sharma, **Marital Status-** Married, **Current Location-** Abu Dhabi, UAE,
Email Id: sharma.shubnit@gmail.com, **Mobile:** +971 (0) 56 1216528

Summary:-

Management systems specialist with 14 years of hands-on experience in different ISO Standards. Well-versed with organizational processes and standards including ISO 9001, 14001, 45001, 17021, 17020, 17024, 17025. Strong background in establishing control plans, developing system documentation, trainings, auditing and ensuring compliance to the standard & organizational requirements.

Key Skills:-

Management System Skills

- Lead Auditor ISO 9001:2015, 14001:2015 & 45001:2018
- Qualified OHS Practitioner from ADVETI
- Designing and maintenance the QHSE management system
- FMEA & Control Plans
- Familiar with ISO 17020, ISO 17021, ISO 17025 & ISO 17024.
- Proficiency in MS word, excel, powerpoint, visio.

Soft Skills

- Team Player
- Pragmatic approach
- Multitasking
- Good coordinating skills
- Complex problem solver
- Effective communicator

Experience:-

1. IMS Specialist- 25Sept. 2018 to Present

Organization- Caracal International LLC (EDGE Group Company), Abu Dhabi, UAE.

- Responsible to ensure that company processes are in **compliance to the IMS requirements**
- Providing support in **establishing department and company Policy & Objectives**.
- Effectively managing **internal audit process**.
- Identifying, monitoring and supporting the implementation of Corrective and Preventive Actions (**CAPA**).
- Ensuring that the **department KPIs, procedure / manual / forms**, etc. are up to date and aligned to the company Strategies & practices.
- **Liaising with external parties** for IMS / ISO related matters, as following-
 - Risk Management & System document update as per EDGE group policies
 - Closer of the external audit findings,
 - Any other management system related task.
- Ensuring effective **risk management** as per ISO 9001 & EDGE group requirements.
- Conduct risk and opportunity assessment and review risk register at planned intervals and as required.
- Ensuring compliance overall **HSE related matters** E.g.:
 - External HSE inspections,
 - Reviewing HSE Risk Register,
 - Reviewing Corrective action against the HSE non Conformances,
 - Reviewing HSE performance on monthly basis.
 - Any other HSE related matter as applicable.
- Mentoring Cross Functional Team in developing **Control Plans**.
- **Conducting management review meetings** and ensuring that the action on the minutes are taken within the target period.
- Monitoring the results of **customer satisfaction** surveys.
- Managing overall customer complaint process.

ACHIEVEMENTS:-

- Successful Certification (Certified by Lloyd's Register) for Quality Management System i.e. ISO 9001:2015.

2. **CMS / QHSE Executive / In charge** - 9 Oct, 2013 to 26 August, 2018

Organization-TÜV Middle East (TÜV Nord Germany)

- Actively involved in the conducting **corporate risk assessment process** and reporting the results / progress to top management.
- Managing and conducting HSE **risks assessments & aspect impact** analysis.
- Conducting **third party audit**.
- Ensuring compliance to **prequalification or tender QHSE related requirements**.
- Managing the **emergency drill activity**.
- Managing internal **audits among "5" middle east offices and active sites, as per the ISO 9001, 14001, 18001, 17020, 17021, 17024, 17025 requirements** and reporting results to the Sr. Management and relevant department.
- Conducting **QHSE trainings** and **QHSE Induction** for new joiners.
- Representing the company for matters relating to the quality, HSE management system with **external parties, regulatory bodies**.
- Ensuring QHSE, **Regulatory and Accreditation requirements compliance**.
- Working closely with the departments in **developing new procedures**.
- Organizing and leading management review meetings.
- Investigating **customer complaints (Internal & External)** and ensuring effective corrective actions are taken.

ACHIEVEMENTS:-

- **Upgraded ISO 9001 & 14001** to 2015 version.
- Initiated the process of **onsite compliance audit**.
- Changed the internal audit departmental approach to **risk based process audit**.
- Developed **risk management system** for the corporate management.

3. **Group Sr. QMS Engineer**- Jan-2012 to Oct-2013

Organization - Emirates National Plastic Industries

- **Developing detailed Standard Operating Procedures**.
- **Conducting Risk Assessment & Aspect Review** for all group companies.
- **Managing external certification audits**.
- Ensuring that all the non-conformities **effectively**, identified during audits
- **Reviewing HSE performance** on monthly basis.
- **Guidance in developing departmental QHSE KPIs**.
- **Plan and conduct QHSE audits** and further guiding concerned for CAPA (Corrective and Preventive Actions).
- **Organizing Management review meetings** and ensuring that it covers all aspects of business and standard requirements.
- Prepare & monitor the performance of **IMS/QHSE policy and objectives**.
- Conduct awareness training programmes in regard to the Integrated Management Systems i.e. ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007.
- **Reporting and helping Group Operation Director** for all other management related issues, as and when required

ACHIEVEMENTS:-

- Designed, implemented ISO 22000:2005 got it certified by the third party (URS Register).
- Review and revised the EHS risk and aspect analysis in regard to the various control measures and criteria to identify significance of EHS risks and aspects.

4. **IMS / QHSE Lead Auditor - FEB-2009 to DEC-2011**

Organization- Al Jaber Operations (Al Jaber Group Company)

- Periodically planned and conducted audits among 29 process and 17 site workshops and further guided concerned for CAPA (Corrective and Preventive Actions)
- Investigating incidents and proposing corrective actions.
- Conduct OHS Risk Assessment & EMS Aspect Review.
- Verifying regulatory HSE compliance as per the UAE federal Law requirements
- Liaisoning with the External auditors for the surveillance audits.
- Coordinating to take effective corrective actions against customer complaints.
- Proposing departmental KPIs for QHSE aspects.
- Prepare IMS/QHSE policy and objectives.
- Monthly, Quarterly & Yearly Report to the top Management on QHSE performance.
- Guide concerned in the preparation of Divisional / Departmental business Plans.

ACHIEVEMENTS:-

- Integrating workshops and logistics operation management system of company.
- Successful Re-Certification (Certified by DNV) Integrated Management System (ISO 9001 & 14001 & OHSAS 18001).
- Designing of QHSE/Integrated Management System (ISO 9001 & 14001 & OHSAS 18001), of Hamad Equipment for Trading Establishment, Qatar and successfully certified by DNV.
- Designed IMS for the Al Jaber Crushers Divisions.

5. **ISO Consultant- 22/July/2006 to 30/Jan2009**

Organization - QUALITY PROFESSIONALS GROUP: India.

- Facilitating client learning through Consulting, Training, Implementing and Auditing in regard to the ISO 9001, ISO 14001, OHSAS 18001, CE Marking, ISO 22000, ISO/TS 16949, Advanced Product Quality Planning (APQP), Product Part Approval Process (PPAP), Statistical Process Approach, Measurement System Analysis, etc.
- Evaluate the company's existing system with the international standards requirements and present gap analysis.
- Designing and guiding client for management system documentation such as manual, procedures, work instructions, forms as per the requirements of ISO standards, client & regulatory.
- Conduct Risk Assessment & Aspect Review as per ISO 14001 & OHSAS 18001 requirements.
- Plan, conduct client's audits and further reporting & guide concerned for CAPA (Corrective and Preventive Actions).
- Prepare QHSE policy and objectives, departmental/process KPIs.
- Guide and facilitate client to conduct management review meetings.
- Facilitating External audits.
- Supporting clients for their customers' audits.

ACHIEVEMENTS:-

Independent successful completion of the management system designing of following Major clients:-

#	Company Name	Industry Type	Management System Type
1	Punjab Tractor Limited (Brand Name- Swaraj Tractors)	Automobile (Tractor Manufacturer-OEM)	ISO 9001, 14001 & OHSAS 18001
2	Satluj Jal Vidyut Nigam Limited (SJVN)-2 Locations	Hydro Power Construction Project Company	ISO 9001, 14001 & OHSAS
3	Nahar Group of Companies	Textile	ISO 9001, 14001 & SA8000
4	Swaraj Automotives	Automotive	ISO/TS 16949
5	Cheminnova Pharmaceuticals	Health food products	HACCP
6	LeeBee Foods	Food products	ISO 22000
7	Drish InfoTech	Software Development & Medical transcription	ISO 9001

Qualifications:-

TRAININGS-

- Lead Auditor Training on ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.
- Awareness training on ISO 17020, ISO 17021, ISO 17025 & ISO 17024.
- Basic Fire Fighter Training
- Basic First Aid Training
- Fire Warden Training- Level-2

EDUCATIONAL BACKGROUND

YEAR	Course	Board/University
2009	Diploma in Quality Management (Distance Learning)	British Standard Institution (BSI) Management Systems
2002-06	B.Tech (Production Engg.)	Punjab Technical University
Pursuing	MBA- Quality Management	Birla Institute of Technology (WILP)

COMPUTER PROFICIENCY

- MS Word, Excel, PowerPoint & VISIO

LANGUAGES

Fluent in Speaking, Reading & Writing in:

- English , Hindi & Punjabi

Declaration:-

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

(Shubnit Sharma)