

# Salma Nawaz

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- I am self-motivated individual who works using my own initiative. I can work either on my own or as part of a team and adapt well to any given environment. I am an honest and hardworking person as well as trustworthy individual. As a person I can provide good communication skills such as verbal and non-verbal. Also I am flexible and able to observe health, safety and hygiene procedures.

## Personal Details

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**Driver's License:** Cars

**Eligible to work in the UK:** Yes

**Highest Level of Education:** GCSE or equivalent

**Industry:** Other

## Work Experience

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### **Logistics Administrator/Distributer**

Texecom Ltd - Haslingden

June 2022 to Present

Opening and closing orders  
liaising with sales to book exports and EU shipments  
Weekly stock investigations  
Booking weekly shipments with the customer and the Carrier  
Actioning any email request  
Update all KPI files  
Deal with all discrepancies  
Goods in and picking and packing

### **Quality Controller**

Texecom Ltd - Haslingden

January 2020 to June 2022

As a quality control inspector I would be responsible for inspecting all departments and check the quality of incoming and outgoing products as well as the production procedures. I would have to ensure all work is being done according to the work instructions and ensure employees are following all PPE procedures as well as making sure they have everything in order to do the job at hand.

I would have to identify product defects  
Record and report issues  
Make necessary repairs

### **Production Team Leader**

Texecom

January 2020 to June 2022

- Provides encouragement to team members, including communicating team goals and
- Identifying areas for new training or skill checks.
- Attend team meetings and update members on best practices and continuing expectations.
- To make sure behaviour of employees is in line with code of conduct and employee handbook procedures are followed.
- To make sure everyone takes ownership of housekeeping with area of responsibility, ensure company 5S standards are always adhered to.
- To ensure product quality standards are followed in line with company procedures to ensure conformance.

### **Production Operator**

November 2018 to January 2020

As a production operator my roles would include

- Ensure products are produced following the work instructions specifications
- Ensure Health and Safety practices are followed, and that PPE is worn when needed
- Ensure targets/cycle times are met
- Ensure that all products meet quality standards
- Ensure part shortages are reported to the team leaders
- Actively participate in all relevant lean projects and initiatives i.e., maintain 5S standards and Kanban supply chains

## Education

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### **GCSE or equivalent in English**

Accrington and Rossendale college - Accrington

### **GCSE or equivalent in Mathematics**

Accrington and rossendale college

## Skills

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- positive attitude, team player, motivated