

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

Driver's License: Cars

Eligible to work in the UK: Yes

Highest Level of Education: GCSE or equivalent

Industry: Other

Work Experience

Logistics Administrator/Distributor

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

GCSE or equivalent in English

Accrington and Rossendale college - Accrington

GCSE or equivalent in Mathematics

Accrington and rossendale college

Skills

- positive attitude, team player, motivated