



## TEETU SINGH

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### Quality Check | Raw Material Inspection | Vendor Management

Strategist, planner & achiever with multi-cultural experience in **Quality Assurance** with an organisation of high repute in FMCG industry preferably in North India

### CORE COMPETENCIES

- ~Quality Management
- ~MIS Reporting
- ~Inspection, Sensory & Testing
- ~Quality System
- ~Training & Development
- ~Resource Management
- ~Vendor/Supplier Management
- ~Product quality improvement initiatives
- ~Cost Optimization
- ~Client Relationship Management
- ~Team Building & Leadership

### ACADEMIC DETAILS

- Diploma in Fermentation & Alcohol Technology from Vasant Dada Institute, Pune, Maharashtra in 2011
- M.Sc. in Organic Chemistry from S D College, Muzaffarnagar, Uttar Pradesh in 2008
- B.Sc. from DAV College, Muzaffarnagar Uttar Pradesh in 2006

### PROFILE SUMMARY

- A quality-oriented professional with experience of nearly 7 years in managing operations such as Quality Management, Process Improvisation and Team Management
- A strategic planner with expertise in managing & leading teams for running successful process operations & experience of developing procedures & service standards for business excellence
- Presently working with United Spirits Ltd. (Diageo Group Company Indore); contributed in managing the Raw Material operations on day-to-day basis
- Certified in **ISO 22 K Internal Audit Certification from TUV NORD** and having knowledge of **QMS, FSMS, ISO 9001, 22K, HACCP Legal Metrology & FSSAI**.
- **Knowledge of QMS, FSMS, ISO 9001, 22K, HACCP Legal Metrology & FSSAI.**
- Proficient in monitoring key metrics across business to track trends, analysing root cause and suggesting corrective action
- Expertise in managing quality system compliance of all plant operations, documentation, validations to sustain the regulatory compliance and facilitating optimum productivity without any quality issues
- Establishing leadership status for company in industry associations, strategic intervention on various regulatory policies, and analysis of business environment in states for new initiatives
- Representing as single point contact of all quality systems with many customers and managing all quality issues
- Possess excellent **analytical, interpersonal and organizational skills** with proven capabilities in **team management**, process enhancement and training & development

### ORGANISATIONAL EXPERIENCE

<b>Diageo India Private Limited - Indore)</b> <b>Sr. Executive (Assistant Manager) – Quality Control/ Quality Assurance &amp; Blending</b>	<b>Since 'July'17</b>
<b>United Spirits Ltd. (Diageo Group Company Indore)</b> <b>Sr. Executive (Assistant Manager) – Quality Control/ Quality Assurance &amp; Blending</b>	<b>Since 'Oct'16 to june-17</b>
<b>United Spirits Limited, Bhopal</b> <b>Executive (Quality &amp; Blending)</b>	<b>Apr'11 to Sept'14</b>
<b>Sir Shadhilal Distillery, Mansurpur</b> <b>Quality Executive Fermentation &amp; Distillation Process</b>	<b>Feb'09 to Aug'10</b>

### Key Result Areas

- Maintaining raw materials by conducting physical, analytical and chemical analysis (ENA, Food flavour, Caramel, Sugar Syrup as per TC guideline)
- Developing:
  - An integrated management system and managing Quality Analysis of raw & packaging material for meeting the standard requirements as per pre-defined guidelines
  - Proper infrastructure and resource which enables smooth functioning of **R & D Lab activities** on daily basis
- Taking stringent quality measures including preparation / maintenance of necessary documents to ensure compliance with standards & customer requirements
- Ensuring quality and legal parameter which enables the export of the material to other state
- Providing training to Shop Floor and **QA personnel for GLP** to enhance their capability to work and improve FG Quality
- Analysing:
  - Final product from NABL (Lab Half Yearly & Govt. Dept.) according to the govt. rules and regulations

- Quality standards through continuous checks and providing feedback to the Third Party Manufacturers
- Tracking performances of the team members and suggesting / highlighting areas of improvements, facilitating & imparting training and monitoring the improvements on a continuous basis
- Checking quality audit to existing and new supplier development and providing advice for the maintenance according to the USL requirement
- Examining customer complaints and taking appropriate actions
- Preparing documents for **FSMS, ISO- 22 K, HACCP, QIP & FSSAI**.
- Interacting with Production and Development Team for the maintenance of product supply according to appropriate standards
- Adhering to SOPs in-plant according to technical centre guidelines for packing material, raw material till finished goods
- Studying ENA/Blend Sensory, Chemical Analysis and Physical Analysis for raw material for the completion of test processes
- Monitoring team and resolving quality and process issues
- Coordinating with production line workers for machine maintenance and following-up during the PM
- Performing internal and external audit while interacting with suppliers and levels of management
- Verifying ENA/Blend and managing according to Excise record
- Achieving the target objectives along with the team and availability of the resources
- Formulating quality assurance reports and ensuring quality analysis of random batch samples

### Significant Accomplishments

- Achieved excellence in customer satisfaction, process & product quality & reliability
- Worked for KRA & achieved each deliverable in SMART manner
- Received:
  - Blender Award from Regional Quality Centre
  - Unit Quality Award from Regional Quality Centre
- Played a key role in improving raw & PM material quality by taking initiatives such as checking of all received Raw & Packing material, Analysis of PM & RM as per company Technical centre guideline, irregularity in RM & PM , informed Vendor with company related persons and advised vendore to find Root Cause & make CAPA
- Supervised inspection of raw material which improved product quality by 46% against 20% previously (Because supervision of PM & RM material unit and achieved 6 Sigma in product quality)
- Cut product replacement cost and increased on-time delivery
- Merit of completing quality projects within time by taking appropriate initiatives
- Implemented several measures to identify deformities, malfunctions or other abnormalities

### KNOWLEDGE PURVIEW

- Efficient in handling the instruments such as Gas Chromatography, pH meter, UV-Visible Spectrophotometer, Autoclave, Microscope, Cold Centrifuge, Turbidimeter, calorimeter, Particle size analyzer, Karl ficher instrument, density meter, Refractometer, moisture analyzer, spectrino - pH titrator, Viscometer, melting point apparatus, Brusting Strength, Tourque Tester etc
- Grain Analysis– Hot Water Extract, Moisture content and Yeast count

### CERTIFICATIONS

- Certified in:
  - ISO 22 K Internal Audit Certification from TUV NORD

### PERSONAL DETAILS

**Date of Birth:** 16<sup>th</sup> August 1986  
**Address:** Village –Nasirpur, Dist. Muzaffarnagar, State –Uttar Pradesh -251306  
**Languages Known:** English and Hindi  
**Salery** Nagotiable  
**CTC** 6.8 lack  
**Notice period** 1 month

I hereby declare that, above information is true to the best of my belief and knowledge.

Teetu Singh  
Indore(MP)