

MUHAMMED ZOHAIB ABID

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Career profile

Having an experience of over 13 years in Business Excellence, covering the aspects of Quality Assurance such as Customer Satisfaction, Internal Audit (HSEQ), assist in formulating and achieving KPIs, Non-Conformities, Supplier Evaluations/ Audit, Continual Management System Compliance and conduct PPAP.

Actively involved in assessing the criteria and project specific requirement prior to bidding for the project tender.

Certified Internal Auditor for **QMS** (ISO9001:2008 / ISO9001:2015), **EMS** (ISO14001:2004 / ISO14001:2015) and **OHSAS** (OHSAS18001:2007)

Career Achievements

- Quality Assurance Plan & Project Specification Compliance: Involved in developing of Project Quality Assurance Plan.
- Conducted over 600 customer feedbacks for high profile projects in the Oil and Gas Sector for clients such as Shell, Chevron, BP, Schlumberger, Saipem and proposed continual improvement through non-conformity and incident reporting tool
- Assist in preparation of award documentation which helped the organization to achieved Mohammad Bin Rashid Al Maktoum Award in 2013 and 2014 and Dubai Quality Award in 2015 and 2016.
- Conducted over 100 internal audit for Health & Safety, Environment and Quality.
- Conducted Supplier Assessment and Evaluation for over 500 + suppliers to enrol them in the organization approved vendor list and align with the HSEQ standards.
- Review the organization's HR process and procedures in line with organizational objectives and Management System standards.
- Provide support to the various divisions for effective and efficient implementation of the Quality Management System.
- Achieved 4.5 million man-hours LTI free through continual Hazard Identification and Risk Assessment.
- Attended and participated in DHDA(Dubai Human Development Assessor) cycle for the year 2017.
- Attended in-house PMP(Project Management Professional Training) at Drydocks World – Dubai.

Work Experience

Rockford Xellerix

P.O. Box 5100061 Abu Dhabi, U.A.E

Phone : +97124930122

Web: www.rockford-xellerix.com

Rockford Xellerix is an innovative engineering company based in Tawazun Industrial Park (TIP), Abu Dhabi, UAE that designs, manufactures, installs and supports cable harnesses and electronic sub-systems for air, land and sea platforms.

Quality Engineer (QHSE)

July 2018 to Present

- Prepare Management System documentations in line with the standards of AS9100.
- Setting of Key performance Indicators (KPI) based on organization objectives, periodical measuring & monitoring to ensure KPI's are met.
- Handling the core elements of the management system (QHSE) and implement the practice of the standard in organizational documents such as System Procedures, Company Administrative Procedures, etc.
- Conduct vendor assessments for QHSE perspective for sub-contractors to ensure they follow the organization set standards and guide-lines
- Co-ordinate customer and internal meetings directly and indirectly providing support when necessary and analyzing non-conforming product disposition results and to coordinate with concerned department, suppliers and clients correcting non-conforming products.
- Prepare Project Quality Assurance Plan (QAP) and Project Risk Register (PRR)
- Builds effective relationships with clients, subcontractors and partners to support the Company's core QHSE values.

- Responsible for office safety, ensuring a safe place of work, documenting and reviewing risk assessments, maintaining the accident record book, ensuring compliance with HSE regulations.
- Review QHSE correspondence and maintain document control systems and libraries.
- Generation and issue of QHSE Alerts, QHSE Memos and Company's Quarterly QHSE Newsletters
- Provide QHSE support and input for tenders and bids
- Collating, reviewing and documenting management review reports, annual QHSE Action Plans end of every quarter Quality and Safety reports, Quality and safety statistic reports.
- Reporting and analysis of non-conformities, accidents and hazardous occurrences and at year end to analysis all accidents, incidents, near miss reports and non-conformances and report to management
- Conduct Organization-wide Internal Audit for QHSE Management System.
- Conduct PPAP for products prior to mass production, review and verify product permits to be in-line with product specification and acceptance criteria.
- Prepare Annual Budget for the organization for areas related training pertaining to QHSE, QHSE Awareness and Campaigns, etc.
- Perform Final Inspection and conduct First Article Inspection Report (FAIR) review for Aerospace Products.
- Ensure all the monitoring, measuring and inspection tools are timely calibrated and maintained.

Drydocks World – Dubai
P.O. Box 8988 Dubai, U.A.E
Phone : +97143450626
Web: www.drydocks.gov.ae

Drydocks World – Dubai is a global conglomerate in repair, constructing and converting structures and modules in the marine, offshore, oil and gas energy sector, with an employee base of over 10,000 work-force from over 50 nationalities The organization is certified QMS, EMS, OHSAS, ASME U&R, API, and awarded Sword of Honour and 5star facility by British Safety Council

Senior Technical Executive – Business Excellence

Jan 2013 to April 2018

- Conducting Internal Audit of various departments on QMS (ISO9001:2015), OSHAS 18001 & EMS (ISO14001:2015) and follow up for closure of suggested areas of improvement.
- Setting of Key performance Indicators (KPI) based on department HSEQ objectives, periodical measuring & monitoring to ensure KPO's are met.
- Handling the core elements of the 3-management system (QMS, EMS and OH&S) and implement the practice of the standard in organizational documents such as System Procedures, Company Administrative Procedures, etc.
- Conduct customer satisfaction questionnaire (internal and external), and Analyze the customer trends and identify the areas of improvement.
- Conduct vendor assessments for HSEQ perspective for sub-contractors to ensure they follow the organization set standards and guide-lines
- Handle customer complaints by channeling it across to management, handle non-conformity reporting and assist departments for setting objectives in line with organizations vision and mission.
- Conduct root-cause and 5-why analysis.
- Co-ordinate customer and internal meetings directly and indirectly providing support when necessary and analyzing non-conforming product disposition results and to coordinate with concerned department, suppliers and clients correcting non-conforming products.
- Developing and driving continuous improvement initiatives such as employee idea and innovation committee

Human Resource Officer

Dec 2010 to Dec 2012

- Responsible for managing and administrating staff accommodation which accommodates 7000 + employees from over 20 different nationalities
- Assist in developing and reviewing the organization's HR related process and procedures.
- Responsible for Employee Sports and Social Welfare Committee and conducts Annual Sports Festival and employee welfare events.
- Prepare CAPEX and OPEX proposals and involved in procuring of assets related to the staff accommodation and its related premises.
- Oversee the food and beverage contract for the staff accommodation and ensure the food being served is of the highest standard.

Regional CEO's Office – Administrator

May 2008 to Nov 2010

- Liaise with different Business Units in formulation of reviewing and setting the Business Plan and target.
- Conduct studies for SWOT analysis, and involved in the wind-down and merger of two business units, to create a new entity.
- Organized and conducted high profile event(vessel naming ceremony), press conference and press releases
- Involved in merging of Business Units with the Parent Company along with its assets and operations.

Professional Qualification

- **Bachelor in Business Administration** from *American University in Dubai*
- Certified Auditor for **QMS** (ISO9001:2008), **QMS**(ISO9001:2015), **EMS**(ISO14001:2004), **EMS**(14001:2015), **OHSAS** (OHSAS18001:2007).
- Certified Assessor for **DHDA** (Dubai Human Development Assessor)
- Completed in-house **PMP** (Project Management Professional) Training
- Currently Pursuing **NEBOSH** General Certificate

Other Achievements

- Organized World Quality Day to help inculcate a positive Quality product-based culture.
- Assist the organization in migrating data and functions to set up a computer-based organization – at Mohammad Mattar Bin Lahej Trading Co. L.L.C.

Personal Detail

Full Name : Muhammad Zohaib Abid
Date of Birth : February 19, 1986
Civil Status : Married
Language : English, Urdu, Hindi
Driving License : U.A.E light vehicle



References

Will be provided upon request.