



Usama Imran

Contact

Pakistan

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Additional Skills

- Compliance documentation
- Risk analysis
- Process Management
- Audit Support
- Internal Audits
- Food Safety Compliance
- Regulatory examinations
- Information gathering
- System development
- Key Food Safety Performance Indicators
- Quality controls
- Document reviews
- Records management
- Product Recall Process
- Controls tests
- Conducting investigations
- Document review
- Software
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- ERP

Professional Summary

Seasoned Quality Assurance and Compliance Executive with 3 years experience working collaboratively with top leaders and staff to optimize adherence to policies, procedures, standards and regulations. Well-versed in comprehensive analysis of operations, process improvement recommendations and best practice introduction. Determined Quality Assurance Specialist with dedication to quality and accuracy. Familiar with handling multiple projects in highly competitive environments due to solid interpersonal and collaboration skills.

Work Experience

September 2020 to Current

Inovative Biscuits Pvt. Limited Sheikhpura

Quality Assurance and Compliance Executive

- Implementing FIFO, HACCP, FSSC, QMS, Halal and 5S.
- Conducting Internal audits in order to ensure the compliance with the standards.
- Conducting the GAP analysis and reported to the concerned departments in order to make amends in the system.
- Training labour on issues like GMP, GHP and GAP in order to ensure the compliance with the standards.
- Preparing NCR in order to confront the non-conformities found during internal auditing.
- Carrying out risk analysis in accordance to the non-conformity found.
- Cross checking the corrective and preventive actions taken by other departments on NCR.
- Ensuring the implementation and non-violation of company SOP'S.
- Cross checking the rework and waste data of all the departments.
- Reducing the rework and waste.
- Conducting weekly inspection of the finished good store and raw material storage in order to ensure compliance with the standards.
- Ensuring food safety on all levels by internal audits and routine inspections.
- Ensuring the implementation of PRP'S, CCP'S and OPRP'S.
- Cross checked and reported the gaps in the quality and the production reports.
- Managing and recording plants down time and issuing intimation to HODs to reduce their downtime.
- Filling, managing and verifying the company quality records.
- Conducting quality inspections related to raw material, packing material and finished food product to ensure overall quality.
- Implementing the IPM procedures to ensure food safety and quality.
- Ensuring overall process and plant hygiene according to the standards.
- Conducting meetings at managerial and labial level to address them about the potential risks.
- Managing company employees KPI'S.
- Managing the company mess and providing services.
- Managing practical action plans to respond to audit discoveries and compliance violations.
- Managing the department's weekly, monthly and annual quality data for comparative analysis.
- Determining the different objectives for all the departments to improve their overall performance.
- Managing quality programs to reduce overdue compliance activities.
- Developing and implementing internal control tests to verify employee compliance with established policies and procedures.

- Scheduling and conducting evaluations of company policies, procedures and internal control structures.
- Preparing training programs to improve compliance at all levels.
- Building compliance team to address compliance program quality and provide operational support to management.
- Monitoring quality compliance with processes, policies, procedures and standards in regards to collection and management of annual contributions from shareholder companies.
- Enhancing regulatory, strategic and operational performance to keep in alignment with deadlines.
- Identifying potential areas of compliance vulnerability and risk to develop and implement corrective action plans.
- Writing and presenting reports outlining findings and recommendations from compliance audits.

January 2018 to January 2019

Naveed Enterprises (Excel Foods) Faisalabad

Quality Assurance Officer

- Cooperated with engineering, manufacturing and corporate accounting to verify adherence to quality standards.
- Reported production malfunctions to managers and production supervisors.
- Specified quality requirements of raw materials with suppliers.
- Collected production samples regularly and performed detailed quality inspections.
- Prepared and collection production reports.
- Recorded, analyzed and distributed statistical information.
- Performed routine maintenance and calibration on testing equipment.
- Identified and resolved variances to bring products in line with requirements.
- Conducted data review and followed standard practices to find solutions.
- Performed visual assessment of products to evaluate conformance with quality standards.
- Reviewed and validated quality requirements for manufacturing planning, supplier purchase orders to meet contract compliance regulations.
- Created testing protocols to be used across product lines.
- Liaised between quality control and other departments and contractors, providing project updates and consultation.
- Adhered to safety and clean area procedures to comply with agency and regulatory mandates.

September 2019 to December 2019

Inovative Biscuits Pvt. Limited Sheikhpura

Intern

- Sorted and organized files, spreadsheets and reports.
- Delivered clerical support by handling range of routine and special requirements.
- Interacted with customers by phone, email or in-person to provide information.
- Collaborated in professional team to solve workflow issues.
- Learned the processing of the products from start to the finish.
- Found out the gaps in the plants and processing.
- Took trainings in order to learn the Industrial way of work.
- Completed research, compiled data, updated spreadsheets and produced timely reports.

Education

Faisalabad Grammar School, Faisalabad. Matriculation Marks : 939/1050, B.I.S.E Faisalabad.	2011-2013
Punjab College of Science, Faisalabad. Intermediate Marks : 876/1100, B.I.S.E Faisalabad.	2013-2015
University of Agriculture, Faisalabad. B.Sc. (Hons.) Food Science And Technology CGPA: 3.60/4.00	2015-2019
University of Agriculture, Faisalabad. M.Sc. (Hons.) Food Technology CGPA: 3.83/4.00	2019-2021

Languages

English	—
Chinese HSK 1	—
Urdu	—