

Rameez-ul-Islam Shaikh

Results-driven production professional with 8 years of experience in the automotive, FMCG, and pharmaceutical industries. Expertise in problem-solving, process optimization, and operational efficiency. Seeking to contribute to your team's success.

Email: rameexshaikh@gmail.com | **Phone:** +971 54 799 1804 | **Location:** Dubai, United Arab Emirates | **Date of Birth:** 01 January, 1997.

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Work Experience

Officer Operations – Dawood Super Market

08/2023 - Present, Hyderabad Pakistan.

- Hiring, training, supervising, and evaluating employees.
- Preparing employee work schedules.
- Addressing employee disputes, questions, and concerns.
- Ensuring all staff adhere to safety standards, company policies, and procedures.
- Managing and accounting for all money-handling procedures.
- Ordering, recording, and managing inventory.
- Ensuring the shop is adequately stocked, clean, and visually appealing.
- Motivating employees to reach sales goals and provide excellent customer service.
- Handling customer complaints.

Officer Machine Operations – GSK Consumer Healthcare Pvt Ltd

01/2021 - 08/2023, Jamshoro, Sindh

- Responsible for setup & cleaning (startup and closer) of designated equipment/ line.
- Responsible to operate the equipment as per production plan with EHS and Quality SOPs to compliant the legal requirements.
- Responsible to perform and maintain changeovers, equipment cleaning, area cleaning and ready the equipment and area for line clearance.
- Responsible to perform rejection clearance, clear the corridor, weighing of buckets and record, tools management, change parts cleaning and appropriate placement in dedicated area.
- Responsible to perform and maintain record related to Safety & Quality (LOTO, safety door inspection, challenge tests-blistering, machine cleaning, Room Temperature and humidity record review and machine log sheet) or any other required records to support floor operations.
- Responsible for troubleshooting, major / minor adjustments, operational and mechanical issues handling, reduction in breakdowns, support in OEE deliverables.

- Effectively perform cleaning, inspection, lubrication and tightening of machine and support engineering team during maintenance Ensure Daily production / OEE reporting /CIL&T report.
- Perform batch related documentation on packaging instruction, In -process control sheet, weighing sheets, reduction in batch documentation errors.

Machine Operator – Colgate-Palmolive Pvt Ltd

05/2019 - 01/2021, Kotri, Sindh

- Managed line production and machine operations to meet production targets
- To comply with Safety (EHS&S) requirements
- To make sure that machine & machines' surrounding area is cleaned by Workers as per requirement.
- To produce the targeted production with good Uptime/Yield and customer satisfactory quality

Apprentice Team Member – Toyota (Indus Motors Pvt Ltd)

06/2017 - 05/2019, Karachi

- Assembled components on a production line to create finished goods.

Skills

- Production Procedures
- Machine Operations
- SAP Knowledge
- Problem-solving
- Microsoft Office (Excel, PowerPoint, Word)
- Communication Skills
- Analytical Skills
- ERP Knowledge

Achievements

- Awarded Global Employee Recognition for Performance Excellence.
- Recognized for adherence to safety protocols, contributing to a safer workplace.

Education

Bachelor's in Commerce – University of Sindh, Jamshoro (2017 – 2019)

Diploma in Mechanical Engineering – Hyderabad (2014 - 2017)

Languages

- English: Elementary Proficiency
- Urdu: Full Professional Proficiency
- Sindhi: Full Professional Proficiency
- Punjabi: Full Professional Proficiency
- Hindi: Full Professional Proficiency

Interests

Traveling, Exercise, Workouts