

# **SAMINA NAZIR**

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Passport: - AE9826734

Visa Status:- Husband Visa

Driving License: Under process



## **Field of interest:**

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- ♣ Q. Controller Officer / QA, Quality Auditor /HR Admin
- ♣ Chemist / Operation Manufacturing / Production Management / ISO MR
- ♣ Quality & compliance Engineer.
- ♣ ISO-9001:2008 Internal Auditor, EMS 14001:2004, BS OHSAS 18001:2007
- ♣ Product Supervisor and Material Receivers / Project Manager
- ♣ Chemical lab Research field /QA/QC

## **Aim:**

To work at responsible position in such an environment that offers challenge and opportunity of professional growth. to build on my strength of honesty and sincerity in order to grow in character, evolve professionally and be beneficial for my organization. To lead an intellectually satisfying career and have a clear conscience at the end of my life.

## **Career Objective:**

To join a progressive & dynamic organization offering ample opportunities for diversified experience, enhancement of the professional skills and career growth.

## **Organizational Experience:-**

- ♣ Organization in UAE  
Designation  
(Year 2015 - 2017)  
United Carpet Hamriyah Free zone.  
MR ISO Auditor / Procurement/admin
- ♣ Organization in UAE  
Designation  
(Year 2012 - 2015)  
ATG Hamriyah Free zone.  
Quality Control Officer / MR ISO Auditor, Operational work
- ♣ Organization in UAE  
Designation  
(Year 2011 - 2012)  
Pride Lubricant Ajman / Aqua water Company  
Chemist/ Product Analyst / Admin
- ♣ Organization  
Designation  
(1 YEAR)  
IQRA Intermediate College Hub.  
Chemistry Lecturer.
- ♣ Organization  
Designation  
(2 year)  
English Grammar School Hub,  
Standard High school/ Down School  
O/L Teacher IGSCE level, Oxford Science, Chemistry, Physics, & Biology.
- ♣ Organization  
Designation  
(5 year)  
United Tube Manufacturer,  
MR ISO , QAQC Operation Work

## **Academic Credentials:-**

- Master in Chemistry (Organic Chemistry) Year 2003 1<sup>st</sup> Division  
Department of Chemistry – Jinnah University for women.
- Bachelors of Science. (Chemistry , Biology, Physics) Year 2001 2<sup>nd</sup> Division  
University of Karachi.
- HSC ( Premedical) (Chemistry , Biology, Physics) Year 1999 C' Grade  
Karachi College For women.
- SSC Science (Chemistry, Biology., Physics) Year 1997 B' Grade  
PNAD School Naval Colony Karachi.

## **Academic Major Topic / Project:-**

- Preparation of the derivative from Aldehydes & ketone, Carbohydrates, ester, Alcohol, ether and hydrocarbon, Carboxylic Acid.
- Identification of the functional group.
- Spectroscopy /Advanced chemistry of alkaloid, Pharmaceutical.
- Chromatography
- Qualitative Organic Synthesis & mixture analysis / Quantitative Organic Analysis or Estimation
- Natural Product lab / Organic Synthesis Lab / Advance Organic Reaction Mechanism

## **Courses/ Seminars Attended:**

- Chemistry & To –Days world. Organized by Jinnah University for Women. Year -2004
- ISO 9001: 2008 Awareness & Internal Quality Audit Course. Moody International. Year - 2010 & Reena.
- 5<sup>th</sup> Productivity Conference on “Development of Demonstration Companies on Six Sigma” Organized by National productivity Organization, The Federation of Pakistan Chamber of Commerce & Industry. 8<sup>th</sup> of Feb 2010.
- Internal Auditor course from RINA , regarding ISO 9001 Quality management system, 14001:2004 Environmental management system, 18001:2007 Occupational health and safety management system.

## **Activities / Achievements:**

- Research working regarding organic synthesis /Ion Exchange  
Research working regarding industries chemist  
Organized a Training and Development Work shop on “ The Power of Positive Thinking.

## **1:-QA/QC (Expedite & Inspection Department) Project controller /Document controller / MR ISO Internal Auditor / Admin ATG HFZC Sharjah 2012-2015**

### **Core Responsibility:**

- In Hamriyah Free Zone all working regarding the project of STEEL FABRICATION WELDING PAINTING BLASTING, section where's we specifically following Marine, Structure & vessel as per ASME,API, AWS D1.1, ISO, DNV, ABSG ,GL standard.
- Prepared, maintained and reviews technical project documentation and taking initiative about the project starting inspection Test Plan whereas we have to be define our scope of work whether non destructive test available or not or job having requirement for galvanization or not.
- Performs the evaluation and documentation inspection of civil engineering projects to ensure that standards and requirements are met.

- Analysis of mapping and material testing data with computer modeling applications judging weather project are workable by assessing materials cost and time requirement. Managing, directing and monitoring progress during each phase of project and its documentation as per client SOP'S.
- Ensure to check material availability as per requisition. Ensure MTC as per the same material.
- Responsible to proceed thoroughly project documentation form starting ITP GMP for eg.WPS, PQR,WQR,MTR,NDT (UT, PTRT, inspection and dimension report, welding report MPT, DPT, PWHT) Dimension & Inspection, RMIR, PR, Paint Report ,Dispatched document Release Note . Liaise with third party AI , AIS for project inspection.
- Ensure for galvanization and NDT as per project requirement.
- Corporate with management in the term of Audit Surveillance & Certification Audit. 1<sup>st</sup>, 2nd, 3rd Party Audit.
- Ensure to conduct the Audit as per schedule and sorted out Non Conformance and CAPA as per standard clause. Ensure to conduct Scheduling internal audit time to time in our organization and ensure to conduct 3<sup>rd</sup> party certification audit /surveillance Audit.

## **2:- Oil Lubricant Company in Ajman as Lab Chemist**

### **Core Responsibility:**

I had gained the experience with Oil Lubricating Company as a Oil Chemist. Along worked with ISO9001: 2008 management System. In Oil Lubricating Company where my ethics, i have done the all formulation Mobil oil, engine oil, Diesel Oil , 10w40, 15w20,20w40, 20w50 all SL and API Grade I am able to make it with throughout Oil Testing in lab, Viscosity , Viscosity Index, Density, TBN, Flash Point, Pour Point Color.

- Responsible for routine Lab testing for each batch to be blended in the plant.
- Responsible for the calibration and maintenance of Laboratory Equipments.
- Well understanding to API and SEA standards.

Good knowledge of different type of base oil i.e. Group I/ Group II/ Group III/ PAO etc. And also understand the additives and their role in lubes

## **3:- QA Officer / Lead Document Controller ISO Auditor Operation work, United Manufacturer Pakistan: 2004 to 2009**

### **Core Responsibility:**

- Responsible for establishing and maintaining accurate files, handling incoming and outgoing document, sub contractors- submittals, developing and maintaining electronic and hard copy documentation system.
- Responsible to check and perform inspection and testing of raw material.
- Prepare production Data Sheet, Complain & Non Conforming Reports according to QMS.
- Raw Material Inspection Testing, In - Process & Finished Product sampling.
- Provided assistance to Quality Manager during in accordance with the requirements of ISO 9001: 2008

## **4: Procurement and admin / Auditor ISO 9001: 2015 United Carpet Hamriyah 2015-2017**

### **Core Responsibility:**

- Purchasing the raw material for parts instrument concern with the scope of work local and international market checking for CNF and ex- factory rate.
- Monitor close vigilance on the fluctuation of prices and negotiate for the rock bottom price with the supplier before placing the order.
- Responsible for the invoice price rate of the supplier AWB , Packing list, Commercial invoice.
- Ensure evaluation of the supplier on timely manner.

- Ensure to purchase the product on time and regular follow- up and communication with supplier in term of quality , prices, payment term and delivery schedule.
- After sending the quote price comparison with different invoice for finalization of the material purchasing.
- Ensure to purchase the material on time and built and maintain good relationship with new and existing supplier in term of best value delivery schedule and quality.
- Liaise between supplier manufacturer , relevant internal department and customer.
- Investigate material rejected by QA before sending the complaint to the supplier.
- Responsible for the purchasing material should be free from defect if is there any defect make sure to complaint against it.
- Update all purchasing file along with multiple supplier along with draft, price list and price comparison list.
- Employee renewal and new induction related all work. and refund claiming as per cancellation, for logistic section , checking for availability of carpet from differ logistic companies. Ensure for delivery of the product .

### **Strengths / Skills:**

- Creative, Multitasking, Innovative, Team Spirit, Enthusiastic.
- Team player , ability to work in fast placed environment,
- Strong interpersonal Skills, Work well in a team as well as an individual. Good & Quick Learner, Hard Worker.

### **References:**

- To be furnished upon request.