



Muhammad Mansoor

Contact

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Visa:

Visit Visa valid till May 19, 2022.

Career Objective

A position of responsibility within an organization that appreciates hard-work, innovation and integrity and entrusts its personnel with client-focused missions so that I may perfectly experience to apply my knowledge, skills and communication in a professional manner.

Experienced Admin & HR, Team Leader Production & Lab Operations, Quality Executive & Lab Executive, Sales & Purchase

Summary

Experienced Biotechnologist, Kaizen projects, Team Leader Production & Operations Executive with a demonstrated history of working in the Biotechnology industry. Skilled in Computer Technologies, Negotiation, Time Management, Continuous Improvement, and Purchase & Warehouse Management. Strong Professional with a Bachelor of Science (BS) degree, focused in Biotechnology having 2 years of work experience.

Support the Production Operation, Maintenance and Facility Integrity planning & strategies, ensuring the maximum efficiency of plant facilities, compliance with the company's vision, mission, organizational objectives and HSE requirements.

Experience

Auriga group of Companies, Lahore, Pakistan.

Team Leader Production & Lab Operations (Nov 2020 - Jan 2022)

- Testing of products
- Quality controlling
- Assurer of SOPs and QMS
- Issuing Purchase Orders (PO)
- Negotiation and client's meetings
- Conducting technical quality audits on various jobs
- Coordinating assets' CAPEX optimization initiatives
- Managing team and shift works of production plant
- Preparing planning manuals, status as well as progress reports.
- Preparing control documents including coordination and reviews
- Overseeing the OEE (overall equipment efficiency by monitoring availability, performance and quality)
- Supporting the project team(s) in their relationships with clients, vendors, subcontractors and partners
- Forecasting trends, anticipating and documenting problems which may lead to difficulties in meeting cost or schedule milestones.

Gondal Clinical Laboratory, Jhang, Pakistan.

Admin & HR Executive (Jan 2020 - Nov 2020)

- Answering telephone inquiries, receiving & directing visitors
- Preparing employment contracts and new hiring guidelines
- Coordinating with external partners like insurance vendors, vehicle contractor and office maintenance work suppliers
- Assisting payroll, maintaining employees' work and vacation as well as patients' records
- Managing laboratory's budget & inventory i.e. overseeing the purchasing, maintenance and repairing of the laboratory's equipment

Nationality

Pakistani

Languages

- English
- Urdu
- Hindi

Current Job Status

Unemployed

Skills

- Administration
- Communication & Presentation
- Manufacturing/Operation/Production
- Kaizen Expertise
- HAZOP expertise
- Crisis management
- Research & Development
- Resource Management
- Logistics and procurement
- Customer Service
- Discipline & Time Management
- Data Entry & Data Management
- MS Office Management
- Internet & Windows (operating & browsing)

Education

Quaid-I-Azam University, Islamabad, Pakistan.
Bachelors of Science in Biotechnology

Projects

Pharmacogenomics of Anti-Cancer Drugs