

# SABA NOOR

**Address:** House# T5-5/2 Phase IV NHS karsaz Karachi, Pakistan.

**Phone:** +92-3343753753, +92-3084443654

**E-mail:** sabanoor.sohail@gmail.com

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## CAREER SUMMARY:

- Experienced Quality Management Profession with track record of high performance with MNC
- Six years extensive experience in large scale manufacturing
- Closely worked with Pakistan's large MNC's in automobile sector i.e. Toyota, Suzuki.
- Proficient in leading a team of individual to a specified goal.
- 3 Years' experience in field of technical & engineering management capacity building with leading private sector Universities of Pakistan

## TECHNICAL SKILLS:

- Quality Management
- Lean Manufacturing
- Quality Systems Auditing
- Project Management
- Supply Chain Management
- Quality Systems Development
- SAP QM Module
- Minitab
- Microsoft Project

## PROFESSIONAL EXPERIENCE:

**Institute Of Business Management, Karachi.**

**Aug2017 – Jan 2018**

**Assistant Professor (Industrial Engineering & Management department)**

- Employ differentiated teaching methods, incorporating, audio and visual activities to address all learning styles.
- Responsible for delivering lectures of assigned subjects (Industrial Maintenance Management, Health, Safety and Environmental Management and Human Factor Engineering).
- Provide individualized instruction to keep all students at expected skill level.

**University Of Management and Technology, Lahore.**

**Aug2014 – July2016**

**Assistant Professor (Industrial Engineering Department)**

- Responsible for delivering lectures of assigned subjects (principal of management, Engineering drawing, Production engineering).
- Responsible for preparing class activities material, assessments and managing examination data of students.
- Responsible of engineering mechanics, manufacturing processes and thermodynamics lab.
- Responsible to prepare all manuals and other teaching material.
- Raise demand of all required tools and machinery.
- Assisting HOD in PEC compliance visits.
- Responsible of supervision of students in industrial visits.

**Landirengo Pakistan Pvt. Limited (World leader CNG kit Manufacturing Company)**

**Aug '2007 – Jan' 2013**

**Deputy Manager Quality Assurance:**

- Responsible for establishing and maintaining quality management system (QMS) for the entire company.
- Responsible for review and quality approval of engineering specifications.
- Performed internal quality audits and prepared reports for the top management.
- Wrote and reviewed specifications and procedures.
- Investigated and analyzed failures and suggested and implemented corrective actions.

**Customer Coordination (Internal/external):**

- Acted as a bridge between suppliers and customers for resolution of corrective action requests.
- Expedited product /process to meet customer requirement dates.
- Developed inspection and test plans for manufacturing of new customer requirements.
- Scheduled inspection surveillance for customers in manufacturing facilities.
- Resolved problems arising in the field with suppliers & customers.
- Prepared specifications for catering customer requirements.

### Vendor Development Activities:

- Develop and execute quality audits on both internal and external basis.
- Participated in product development programs where new technology was identified and required.
- Performed audits and assessments on subcontractors as per customer requirements.
- Facilitated pre-inspection meetings to review quality plans.
- Notified vendors of current and potential problems with part production in process.
- Performed vendor audits and assessments to ISO 9001/ TS16949 (PPAP) as required by customer.

### Training and development:

- Prepare and execute trainings plans for the technical and non-technical staff catering to soft and hard skills needs.
- Assessing/ Building in-house training system for the staff facilitating to meet the specific requirements.

### SAP QM module user:

- Master User of QM module: well versed in developing and maintaining SAP master/Transaction data of inspections/reject analysis plus troubleshooting for discrepancies.

### Ghandhara Nissan Motors

April'2006 – July '2007

#### Assistant Manager (Quality/Assembly Line)

- Maintaining database of defects and closely monitor and coordinate with internal and external Customers to identify the root cause, suggest and implement the corrective action.
- Interdepartmental coordination to meet demand for production.
- Daily production reporting.
- Deliver daily production targets.
- Root causing & Ensure implementation of corrective actions.
- Calculate machine & processes capability.
- Regulars audits of the assembly line.
- Suggest improvement and implement with help of quality tools.

### EDUCATION:

- NED University of Engineering & Technology Karachi Pakistan 2010  
**Masters in Industrial Management**
- NED University of Engineering & Technology Karachi Pakistan 2006  
**Bachelors in Mechanical engineering**

### PROFESSIONAL TRAININGS:

- Lead Auditor Course ISO 9001:2008-IRCA-UK
  - Internal Auditing ISO 9001: 2008
  - Well aware of ISO14001
  - Key user of QM (SAP)
  - Lean manufacturing
  - Kaizen /5S activities
  - Financial budgeting
  - Team motivation& Management
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