**ZEESHAN
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Flat# 404, Block- C, Abdullah Pride, Wadhu Wah Road, Near Naseem Nagar Chowk,

Qasimabad, Hyderabad, Sindh, Pakistan

**PROFILE:**

I am graduate, having around 9 years of experience with well-known multinational FMCG & Pharmaceutical companies,

Apart from this, I have around 8 years of experience as a ***Freelancing Language Translator/ Proofread/ Typing (English, Urdu, Sindhi, Pashto, Dari, Punjabi, Saraiki*** Languages***).***

Till know I have translated a couple of ***Technical Manuals***, ***General***, ***Quality***, ***Warehouse***, ***Production***, ***IT***, ***Marketing, Website*** related material and other training related materials for the multinational companies.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization: Freelancing Translator (Part time job Since 2013)**

**Projects:** 1. I have translated a couple of Training books, Manual of High-Speed Process, Making, Wrapping & Packaging Machines & material (***Technical, HR, Marketing, EHS, TPM, Maintenance, Quality etc***.) For Philip Morris International as a Training Coordinator and other projects for ***General, Pharmaceutical Products Evaluation, Hajj Safety Guide, Dictionary and Glossaries Translation, Transcreation for some international brands, Transcription projects on Loft 2.0 (with 12 members of team for Sindhi & Urdu Language pairs)***

2. I have done a couple of Projects from Local and International Agencies / Clients, ***Philip*** ***Morris Internationals, GSk Pharmaceutical, Media Corporation Singapore, Assign International, Alllocatrans Egypt, RTL Languages solution India, db Group Dubai, Lilt.com (For Snap Chat Translation), Transperfect (for Twitter Translation), Lionbridge ( AI project for Facebook), Nova Languages NY, Brand Travelling NY (Pharmaceutical Brand evaluation & McDonald drive thru software) , TwoSix Technologies USA, BilingualDictionaries Inc. CA, USA (Dictionary Translation)***

**Organization: GlaxoSmithKline OTC, SITE Jamshoro.**

**Department** Cac1000 plus (Vitamin Department)

**Reporting to:** Value Stream Leader

**Tenure:**  6th July 2017 – Till Today

**Designation:** Officer Machine Operations

**Responsibilities:**

* To comply with HSE, Quality, cGMP, & GPS Policies and Regulations.
* To update Line Level Board
* To maintain daily production reports, records, Hourly performance sheets, OEE Sheets etc.
* To performance Line Clearance for batch Approval
* To produce targeted/ scheduled production with Quality, and defined KPIs.
* To perform Change Over / Change part
* To attend daily meeting (Tier -2)
* To perform / assist maintenance with Engineering Team
* To coordinate with GPS team for continuous improvement regarding the production & process.

**Organization:** **Philip Morris (Pak) Ltd.**

**Department** Operations Training

**Reporting to:** Manager Operations Training Pakistan

**Tenure:**  23 Aug 2012 - 14 November 2015

**Designation:** Training Coordinator

**Responsibilities:**

* To comply with Safety requirements
* To provide all administrative support and facilitate to all department regarding the training
* To arrange transportation, sending invitations, meeting scheduling, making minutes of meeting
* To coordinate and facilitate for Internal/ external, and local/ Foreign based training.
* Develop full year Training Plan, on the bases of Departmental Training Needs Analysis (TNA)
* To have a follow up/ arrange/ schedule the trainings (Internal/ External) throughout the year in accordance with Training Plan.
* Development of Technical Training Material for different machines.
* Arrange & Coordinate for all Internal/ External Trainings for Management/ On-Floor employees regarding:
	+ Technical Trainings
	+ Skill Development
	+ Soft Skills
	+ EHS & Quality related.
* Facilitate trainers / trainees with required stuff.
* Maintain the record of trainings like, attendance, feedback, and evaluation etc. in accordance with company policy/ departmental procedure / ISO standards.
* Translate the training material from English to Urdu, Sindhi languages or vice versa.
* Maintain Data Base/ Matrix of all employees’ trainings with Man-hours/ number of session.
* Ensure that EHS and Quality are integrated into all activities and adherence to EHS policy and procedures are strictly maintained.
* Arrange & Schedule a detailed Factory Orientation plan for newly hired employees/ visitors.
* Maintain the Scorecard for Analyzing the data/ objectives/ targets

**ACADEMIC EDUCATION:**

 **EXAMINING BODY: YEAR**

* MBA University of Sindh Continue
* B- Tech MUET Jamshoro 2015
* B. Sc. University of Sindh (Pakistan) 2012

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively
* Flair to learn / gain new things
* Have a good level command over English, Urdu & Sindhi Languages.

 **ADDITIONAL SKILLS:**

* MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
* MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
* MS Excel (MS Formulas, Reports, , Presentations)
* Out Look (To send invitation, booking the schedule, mailing etc.
* First Aid (Rescue/ provide First Aid in case of any disaster)
* Fire Fighting (To assist Emergency Response team in case of any incident/ disaster)
* 5S (To organize the work and environment)
* Translation (To Translate from English to Urdu, Sindhi & Vice Versa)
* Typing & Composing (To type or compose in English, Arabic, Urdu, Sindhi)

**TRAININGS Certification & WORKSHOPS:**

* **Six Sigma Green Belt** by Q-Lead Global Consultant
* **MS Power Point (Advance) Training** by VifTech.
* **MS Excel (Intermediate/ Advance)** by VifTech.
* **Business Writing Skill Training** at PSTD (Pakistan Society for Training Development) Karachi.
* **Incident Investigation & RCA** by SGS Pakistan
* **Fire Protection System & Techniques** by NPO (National Productivity Organization)
* **Line Clearance by GSK**
* **GMPs (Good Manufacturing Practices) by GSK**
* **GDX2 Operator Technical Training** from Level 1-3 (by Philip Morris’s Internal Trainer)
* **SKF Bearings One Day Training** at Philip Morris International (Pakistan)
* E.H.S specific (Environment, Health and Safety),
* First Aid, Fire Fighting, LOTO, Importance of PPEs & Emergency Evacuation Drill, Work Permits,
* 5S & its implementation.
* **AutoCAD** from Mehran University of Engineering & Technology, Jamshoro.

**PERSONAL INFORMATION:**

**Father’s Name** : Zulfiqar Ali

**Date of Birth** : 02 January 1990

**Religion**  : Islam

**Language : Sindhi (Native) English, Urdu**