

Mr. Hisne Nazim

99/13, Kuruduwatta Mosque Lane, Nawala,
Rajagiriya, Sri Lanka
Mobile: +94 773 158077
Residence: +94 112 868327
Email: hisne82@gmail.com
Date of Birth: 18-12-1982
NIC / DL / PP: 823530242V / B4778345 / N8220006
Language Proficiency: English / Sinhala / Tamil

PROFILE

After successfully completion of GCE O/Level and A/Level Exams, Qualified with Diploma in Business Management, which covers the in depth analysis of various subjects especially Human Resource Management, Administration, Quality Management etc. and Auditor for the number of standards and practicing more than 19 years. And, sound knowledge of **Quality, Food Safety, Human Resource Management and Administration** functions in various organizations from time to time during the above said period.

TECHNICAL SKILLS SUMMARY

- Capable of preparing various manuals in the organization such as Quality Management, Food Safety Management, Human Resources Management & Administration and evaluate those from time to time and make the amendments, whenever necessity arise
- Directly engage with Human Resources functions such as advertisement, interviewing, recruitment, induction, performance evaluation etc.
- Carry out various trainings such as Quality Management, Food Safety, Health and Safety, Divisional Operational Practices more frequently
- Monitors workflow to assure quality, follow procedures to handle equipment failures
- Determines and implements appropriate action in problem situations
- knowledge of Food Safety and high level of safety awareness

DEMONSTRATE SKILLS AND ACHIEVEMENTS

- Good rapport with Legal Institutions such as Pradeshiya Sabha, Labour Dept., Central Environment Authority (CEA), CEB, MOH, RDA etc. as well as ISO External Auditors
- knowledge and account holder of SAP System for the areas of Quality Management, Preventive Maintenance, Calibration, Purchase Requisition, Purchase Order
- Conduct annual staff performance evaluation throughout the organization with assistance of Divisional Heads
- Inspect Fire Extinguishers and update frequently
- Self conversion of ISO previous to current version ISO 9001: 2015 Quality Management System, FSSC 22000 (4.1 Version) and brain child of obtained the ISO 14001 : 2015 Environment Management System
- Annually obtain Environment Protection License (EPL) from Central Environment Authority (CEA)
- Quality Auditor in ISO 9001: 2015 Quality Management System / ISO 14001: 2015 Environment Management System / ISO 45001: 2018 Occupational Health Safety Management System / ISO 22000: 2005 (HACCP) / FSSC 22000 (4.1 Version) / SA 8000 System from SGS Lanka (Pvt.) Ltd., Colombo
- "Training of Trainers" (ToT) in Resource Efficient & Cleaner Production from National Cleaner Production Centre (NCPC)
- "Train the Trainer" Learning program from Senok Applied Learning and Training Academy

OTHER EMPLOYMENT

2010 Up to date

**Manager, Quality Management
Senok Trade Combine (Pvt) Ltd**

- Total responsible of ISO System Compliances (ISO 9001: 2015 QMS / ISO 14001 : 2015 EMS)
- Conduct training programs under Quality Management, Food Safety Management, Health & Safety, Fire Fighting, 5S Housekeeping System, Environment Management
- Prepare and periodically update of ISO and Human Resources & Administration manuals especially Standard Operating Procedure, Document Control, Work Instruction etc. (ISO 9001: 2015 QMS / ISO 14001 : 2015 EMS)
- Actively involve with HRM related activities such as advertising, interviewing, recruiting, induction, performance evaluation, medical insurance, exit interviewing etc.
- Actively involve with Administration related activities such as issuing 'Personnel Protective Equipment' (PPE) among employees, update PPE in a timely manner, monitor accidents and act accordingly, security follow up, vehicle and building maintenance etc.
- Maintain Annual EPL License / Local Government Regulations / Road Development Authority Regulations etc
- Actively engage with vendors and evaluate the performance annually
- Responsible of maintaining and updating ISO 22000: 2005 (HACCP) / FSSC 22000 (4.1 Version) manuals and operation of Senok Tea business

2007- 2010

**Quality Assurance Co-ordinator
Federation of Chambers of Commerce and Industry of Sri Lanka (FCCISL)**

- Total responsible of ISO & SA System Compliances (ISO 9001: 2008 QMS / SA 8000: 2008)
- Prepare and periodically update of ISO related manuals such as Standard Operating Procedure, Document Control, Work Instruction etc. (ISO 9001: 2015 QMS)
- Engaged with Human Resources Management and Administration functions such as advertising, interviewing, recruiting, induction, performance evaluation, attendance & leave record, final clearance, service letter, appointment letter, building and vehicle maintenance etc.
- Conduct training programs under Quality Management System, Health & Safety, Fire Fighting, 5S Housekeeping System

2003 - 2007

**Project Assistant
Swiss Advantage Systems (Pvt) Ltd**

- Coordination of consultation projects
- Liaise with the client organizations in development and implementation of international standards such as ISO 9001: 2000 Quality Management System (QMS), ISO 22000: 2005 Food Safety Management System
- Mapping the processes of client organizations
- Development of quality plans, monitoring & measurement methods, quality manuals
- Designing quality control systems, training etc.

PROFESSIONAL DEVELOPMENT

- 2019 **Internal Auditor Training Program - ISO 45001: 2018**
SGS Lanka (Pvt) Ltd., Sri Lanka
- 2018 **Internal Auditor Training Program - FSSC 22000**
SGS Lanka (Pvt) Ltd., Sri Lanka
- 2018 **Internal Auditor Training Program - ISO 14001: 2015**
SGS Lanka (Pvt) Ltd., Sri Lanka
- 2016 **Internal Auditor Training Program - ISO 9001: 2015**
SGS Lanka (Pvt) Ltd., Sri Lanka
- 2009 **Safety and Health Management Course**
The Institution of Engineers, Sri Lanka
- 2009 **Basic Auditor Course - SA 8000: 2008**
Social Accountability International, USA
- 2006 **Internal Auditor Training Program - ISO 22000: 2005**
SGS Lanka (Pvt) Ltd., Sri Lanka

REFEREES

1. **Mrs. N U Sanjeevani Kumari (LL.B.)**
(Attorney At-Law)
HR Manager,
Biogrow Lanka Private Ltd.,
Kanaththe Wewa,
Wariyapola
Mobile: +94 713 313994

2. **Mr. Iftthicar Sadique**
Director,
M I S Holdings,
34, Jayawardena Place, Hill Street,
Dehiwala
Mobile: +94 777 360872

I hereby certify the particulars furnished above are true & correct to the best of my knowledge. I assure that I will endeavor to carry out all the duties entrusted to me with due diligence, understanding & responsibly to your entire satisfaction.