

MOLLAH. MOHAMMED MUNNAF

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SUMMARY

Currently working as a Plant Operation Supervisor (TPS & Kaizen) with overall 27+ years of experience. Seeking for a Job with an excellent opportunity to join an expanding and highly motivated. Organization in order to share my knowledge and to enhance my career in the field of General Office and Administrative Supporting & Operations, with the atmosphere of growth and development in skills & trainings.

SKILLS

- Excellent communication, teamwork, and time management skills.
- Capable of maintaining calmness in pressure situations and make reasonable decisions.
- Coordinate the activities of workers in the following groups: General Office worker, Quality Inspector & Equipment Operator with the PIO sector.
- Hard working, multi-tasked, and dependable.
- Ability to adapt into any environment and gain required knowledge in a short amount of time.
- Can solve problems while exercising ethical/economical judgment and integrity
- Creativity.
- Problem Solving.
- Leadership skills.
- Organizational skills

EMPLOYMENT HISTORY/JOB HISTORY

Currently working with **ABDUL LATIF JAMEEL CO – KSA** since **March- 2007 to present**.

- o Working Hours: 40 Hours a week.
- o NOC – 1211- Operation Supervisor of Production Plant (TPS & Kaizen).

My Roles and Responsibilities:

Plant Operation Supervisor (TPS & Kaizen): (JAN 2022- Present)
Production Plant Supervisor: (MAR 2007 – DEC 2021)
Installer Automotive Accessories: (MAR 2005 – JULY 2007)
Service Technician (Office Automation): (July1993-April2004)

Plant Operation Supervisor (TPS & Kaizen)

- o Responsible to organize, consistent & timely development of installation processes with desirable Tact time for each model grade.
- o Responsible to organize timely training of production staff for new model /accessory arrival.
- o Responsible to monitor & control installation quality of overall PIO Operation.
- o Responsible for directing all the activities of TPS-Kaizen section & increase capabilities of entire team by constant training & assign special Projects.
- o Responsible to facilitate continuous improvement (KAIZEN) activities & appropriate innovation of PIOC labor skills & operation condition.
- o Monitor the production status & labor efficiency.
- o Conduct routine inspection of quality for all the vehicles output in Accessories.
- o Prepare daily production report submitted to Section Manager.
- o Conduct daily pre-production & after production short meeting discussing the production, Quality, kaizen, safety & plan & result of previous production output & Performance
- o Attend on the spot daily quality meeting held in Final Inspection Line to check the result of the final product.

- o Prepare monthly production report and quality efficiency status which to be presented during month to Manager & Group PIO.
- o Conduct & prepare monthly subordinates evaluation for performance Appraisal.
- o Prepare Kaizen Activities projects to be presented in the annually TBP & QCC Kaizen competition.

KEY ACTIVITIES

- Co-ordinate & communicate with concerned department (Project Management, Planning & PD) to collect required data for New Year models & new accessories production.
- Distribute all publications related to product such as installation Manuals, package approvals & work instructions with production team.
- Receive jigs & special tools of New Year models from PD & distribute it to plants.
- Attend New Year model & new accessories training at PD workshop
- Enhance installation quality through comprehensive feedback to Quality / PD about installation procedure.
- Give installation training of New Year models to production supervisors & installers
- Set Takt time/ flat rate of New Year model & Implement motion & time study tools like Yamazumi & Tachinbo in order to eliminate Muda "waste" in installation processes.
- Get the approval of new year models flat rate & Takt time
- Conduct daily TPS audit & monthly PPO audit, ensure installers are following standard processes and using all required PPE & protective materials as per Toyota standards to preclude any damage, misuse or abuse of vehicles or accessories.

TRAININGS ATTENDED

Abdul Latif Jameel Automotive Co. Ltd. / K.S.A.

- Microsoft Excel I (ACCL)
- Information of security Awareness Certificate (ACCL)
- Toyota Way Training (ACCL)
- Toyota Buss. Practice Seminar (TBP) (ACCL)
- Kaizen Awareness Program (KAP) (ACCL)
- New Car Features for Toyota (ACCL)
- Basic Car A/C Training Course (ACCL)
- Kaizen Awareness Program (ACCL)
- TPS Awareness Training Program (ACCL)
- Certificate Essential Automotive Knowledge (ACCL)
- Certificate QCC (Quality Control Cercle) (ACCL)
- Certificate Problem Solving Methodology Applying (ACCL)

Installation & Service for Office Equipment at **RIYADH HOUSE EST - KSA**, (1993 - 2004) **11 YEARS**

- o Installation & Service for Office Equipment
- o Installation of Office Furniture

EDUCATIONS

- Diploma in Electrical Engineering: 1992 | Dhaka Polytechnic Institute | Bangladesh.

PERSONAL DETAILS

Full Name: MOHAMMED MUNNAF MOLLAH

Date of Birth: 01 Oct 1971

Language Known: English, Bengali (Reading & Writing)

Language Speaking: English, Arabic, Bengali, Urdu & Hindi.

Marital Status: Married

Nationality: Bangladeshi

No. Of Dependent: 5