

LEONCIO L. PADUA

PROFESSIONAL SUMMARY

To be able to offer my skills, capabilities and my 26 working experience in a company that will enhance my potential and at the same time will engage me in a dynamic and developmental experience.

WORK EXPERIENCE

QA/QC Supervisor

Armetal Metal Industries Co. Ltd , August/2020 - Present

- As a QA/QC Supervisor, I established quality inspection procedure and standard visual inspection criteria.
- I also developed monthly quality report to be presented to Top management during Management review meeting
- As an experienced QA/QC Supervisor, I established feedback report by generating standard non-conformance report for every non-conformance found during Incoming Inspection, In-process inspection and Final Inspection.

QC Supervisor

, Middle East Metal and Wood Door Company – August/2017~ August/2020

- As a QC Supervisor, I managed the Incoming Inspection, In-Process Inspection and Final Inspection
- I established the work instruction procedure for inspection process.
- As QC Supervisor, I increase the quality performance of the company. Lessen the product with non-conformance at customer side. It is trapped at during final inspection prior to delivery.

Warehouse In-Charge

Technopanel Factory May/2015 – Sept/2016

- As a Warehouse In-charge, I established the proper monitoring for the in and out of material.
- I also established the product identification and traceability in the warehouse area by promoting the First In First Out policy and the labeling/tag system.

QA/QC Head / Quality Management Representatives

Technopanel Factory May/2013 – May/2015

- Generates procedures, check sheet and work manuals to aid in the standardization of processes and proper manufacturing of materials until finished goods level.
- Conduct Internal Audit to verify the status of Quality Management System in the entire company.
- Conduct Occupational Health and Safety Awareness Training/Orientation for basic knowledge in safety

CONTACT INFO

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SKILLS

Professional

Communication

ISO 900:2015

KAIZEN

5S Implementation

Technical

Microsoft Office

7 QC Tools

8D Solving Techniques and Method

Know how to use caliper, micrometer,
height gauge, tape meter

EDUCATION

Bachelor of Science in Mechanical Engineering

Colegio de San Juan de Letran -Calamba
Laguna , Philippines
June/1992 – March/1995

High School Diploma

Calamba Bayside National High School
Palingon Calamba City
June/1988 – Apr/1992

3rd Honorable mention

Best in Filipino

Best in Social Study

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Production Head

Technopanel Factory Sept/2010 – May/2013

- Supervised the double glazing production for structural requirements
- Oversee the production process, drawing up a production schedule
- Make a glass cutting plan to ensure the whole sheet of glass utilize properly to lessen the waste

Production Supervisor 3

TOTOKU Phils. Inc Nov/2004 – Sept/2010

- Supervised the HDD production for computer peripherals / spare parts – Fujitsu, Samsung and Toshiba
- Monitor the production processes and adjust schedules as needed
- Established standard process and procedure
- Identify product workflow and coordinate with all other departments
- Internal Auditor for ISO 9001
- Went to Thailand for Kaizen Audit

Production Supervisor 2

Kisho Sakata Phils Nov/2003 – Sept/2004

- Supervised the HDD production for Toshiba and Hitachi Global products
- Responsible for all aspects of assembly operations, from material flow to daily staffing
- Established a 5's program which improved line efficiencies and reduced accidents to zero incidents per quarter.

Production Supervisor 2

Kisho Sakata Phils Nov/2003 – Sept/2004

- Supervised the electroless nickel plating production
- Process Improvements: Identified bottlenecks and setup new processes to increase productivity.
- Studied production schedules and estimated worker-hour requirements for completion of job assignments
- Developed procedures and processes to control quality and production flow while spearheading quality initiatives to drive quality rates
- Oversaw hiring, training, team building and line supervising; monitored shift and individual performance.
- Went to Japan for overseas training in 6 months.

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LANGUAGES & OTHER INTERESTS

I can speak and write English language

Basic knowledge in Japanese language (Nihongo)

Basic knowledge in Arabic language

Lead the community service here in Saudi Arabia

- Lead the flu vaccination for our kababayan here in Riyadh Saudi Arabia last January 28 , February 4 and February 11, 2022
- Conducted blood donation program at King Fahad Medical City
- Lead the Filipino organization here in Riyadh Saudi Arabia and organize the donation drive for Typhoon and Volcano Eruption victims in the Philippines.