

Curriculum Vitae

Suleman Kovur

OBEJECTIVE:

Looking for an opportunity to work with a company in the field of Production to involve in a challenging job role and contribute individually as well as holistically to achieve organizational goals. Interested in a position where my technical inputs, my spirit of intellectual inquiry and my commitment to excel will be appreciated.

CORE COMPETENCIES:

- More than 10 years of working Experience in dairy manufacturing units as processing operator & Line leader.
- Production operations for different varieties of Process Cheese (Cheddar cheese spread, Cream cheese spread), Set Yoghurt, stirred Yoghurt ,Sour cream, Ice cream, Ayran and UHT milk.
- Over 6 years' applied experience in operating diverse machines in a factory environment.
- Specialized courses in factory machine functioning and handling.
- Highly skilled in the safe and efficient use of tools and equipment's.
- In depth knowledge of machine setting and tendering procedures.
- Hands on experience in automated processing machines operation.
- Proven ability to work according to manuals.
- Able to produce best results on a tight schedule.
- Precise and detail oriented.
- Good mechanical aptitude.
- Excellent hand-eye coordination and always with positive attitude to work.

EDUCATIONAL CREDENTIAL:

- **Degree in B.com.** From [ANU](#). Acharya Nagarjuna University Guntur, **India Year 2008-2011.**
- **SPECIALISATION: Computers**, passed with **44%.**
- **Intermediate (MPC)** passed with **48.5%** from Rayalaseema junior College, Tirupati. **Year 2004-2006.**
- **SSC** passed with **55.16%** from Emmanuel High School, Tirupati. **Year 2003-2004.**

SOFTWARE SKILLS:

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Well versed in MS office, internet, automated equipment operation for production process, temperature monitoring, Xlerate GPS system temperature monitoring for outdoor warehouses and all kind of Temperature loggers.

ORGANIZATIONAL EXPERIENCE:

- **Currently working in Milla Dairy - August 2014 to till date (AZFP Co. Ltd, Azerbaijan) As a Lead process operator – (AZFP Co. Ltd is a ISO 9001 & 22000 certified Manufacturing unit which manufactures various types of dairy products like Plain Yoghurt, Fruited Yoghurt, Drinking yoghurt, Yoghurt base drink Ayran, Ice cream, UHT milk, flavored milk, Sour cream and Feta Cheese under brand name of - "MILLA").**
- ***Job Designation: process operator.***

- **NADEC (National Agricultural Development Company) June 2009 to July 2014**
Riyadh Kingdom of Saudi Arabia (ISO 9001:2000, SGS, ECO-CERT, SQF) the biggest manufacturing unit of Fruit Juice, Fresh milk, cheese, fermented dairy Products, and UHT products in KSA.

Job Designation: Lead Process operator & Line leader for (Cheese Plant) and production in processing of milk, fruit juices & cheese processing.

Period: 5 years.

- **HERITAGE FOODS INDIA LTD. May 2007 to May 2009 one of the leading dairy manufacturing company in India.**

Job Designation: Worked as lead Process operator and Line leader for Milk, Curd, Yogurt & fruit juices for 2 years.

JOB RESPONSIBILITIES.

- Senior Processing operator and handling successfully the plant operation like **process Sour cream, feta cheese, fruit yoghurt, plain yoghurt, Ayran, Ice cream and UHT milk, fresh milk and flavored milk.**
- Processing includes with various processors like **SSHE (Scrapped surface Heat Exchanger) Process cheese, cream Pasteurizer, milk Pasteurizer, ice cream pasteurizer, fermented dairy pasteurizer, UF Feta cheese plant and cream separator.**

Tetra Therm Lacta pasteurizer with centrifugal separator:

- Handles highly automated Tetra Pak pasteurizer storing machine in accordance with the work instruction.
- Ensure proper set-up procedure to production such as needed utility supply and pipe connection.

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- Conduct right standardization depending on fat required of milk and total volume of milk according to work order requirements.
- Monitors, checks, and document the critical control parameters of sterilizing and aseptic storing process and keeps process protocols in an acceptable manner.
- Assists and coordinates with production supervisor and maintenance personnel in troubleshooting to address the quality problems or abnormalities noted in the production.
- Prepare daily sterilization, production and CIP documents and reports.
- Performs standard operation procedures, good manufacturing practices, safety procedures, and company rules and regulations.
- Conduct CIP and check for chemical and final rinse concentration and check for possible leakage of valves, unions, fittings and pipes.

STATEMENT OF DUTIES AND RESPONSIBILITIES IN UHT AREA:

The UHT/Alsafe production specialist is responsible for the effective operation and performance of UHT and aseptic tank machines and equipment. Also, to obtain a commercially sterile product, that is a product with extended microbiological shelf life at room temperature.

- Handles highly automated Ultra high temperature sterilizing and aseptic storing machine in accordance with the work instruction.
- Ensure proper set-up procedure to production such as needed utility supply and pipe connection.
- Assists and coordinates with production supervisor and maintenance personnel in troubleshooting to address the quality problems or abnormalities noted in the production.
- Prepare daily sterilization, production and CIP documents and reports.
- Performs standard operation procedures, good manufacturing practices, safety procedures, and company rules and regulations.
- Conduct CIP and check for chemical and final rinse concentration and check for possible leakage of valves, unions, fittings and pipes.
- Performs other tasks as may be assigned such as preventive maintenance.

JOB DESCRIPTIONS:

- Setting up tanks and line circuits for CIP, test chemical concentration and make an adjustment if needed.
- Mark charts correctly and does manual cleaning to eliminate possible buildup of minerals in some parts when CIP is complete.
- Ensure all equipment are clean and sanitize before operation.
- Verify and keep record of CCP personally.
- Exceptional ability to absorb new information and build new skills related to food safety.
- Effective utilization of statistical tools for data analysis and interpretation.

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- Monitoring hygiene and safety of shop floor, process, product etc.
- Planning day-to-day activities, production schedules, allocating work to labors.
- Able to batch-up Cream cheese spread and cheddar cheese spread by following steps and procedure provided, which include ingredients mixing, pasteurizing and monitoring of Temperature.
- Responsible for maintaining good hygienic condition by giving guidelines to down the lines, developing awareness regarding food safety and to run smooth operation of the plant.
- Involved in the implementation of systems/procedures to achieve continuous improvement & enhance operational efficiencies; worked on & implemented Good Manufacturing Practice (GMP) & Quality management system (QMS) in manufacturing processes.
- Operate production machinery in a safe and efficient manner
- Perform safety and maintenance checks regularly
- Clean equipment and tools appropriately
- Train new employees in machine operation activities
- Meet production quotas by managing work load effectively

MAJOR ACHIEVEMENTS:

- Trained a team of machine operators to a new technology heavy machinery brought in to manufacture tires
- Wrote a booklet on the safe and efficient use of machinery and tools which is now a regular handout for new and existing employees
- As supervision successfully handled the whole plant in the shift, handled more than 10 lines production process in shift.
- Responsible for ensuring product and process compliance of various quality measures, quality standards, company standards and procedures (GMP+QMS, FSMS), including safety.
- Checking & control of plant hygiene, personal hygiene and environment control of factory to ensure the qualitative production.
- Emphasis on hygiene as per guideline of Municipality Food Control Department, and perform corrective action on their periodic visits as per the quality needs.
- Upkeep of day to day all documents and records and verify.
- Effectively train, monitor new and existing staff with a strong emphasis on the consistency of daily production goals.

PEOPLE MANAGEMENT RESPONSIBILITIES:

- Maintains proper staffing level and employee discipline within the section.
- Extensive cooperation, interaction and coordination with the staffs and as well as other departments.

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- Keeps team well informed of changes within the organization and general news.
- Supports the all staffs to effectively utilize each ones potential.
- Motivates each staff to work together as a team in the most efficient manner.
- Mitigates team conflict and communication problems.

TRAINING ATTENDED:

Institution	Training
National Agricultural Development Company	Emergency Evacuation Training
NADEC & Heritage foods India Limited	Pasteurizer operator
NADEC & Heritage foods India Limited	GMP Safety procedures
NADEC & Heritage foods India Limited	Chemical Awareness training

PERSONAL DETAILS:

Date of Birth : 06/03/1987
Marital Status : Married
Languages Known : Arabic, English, Telugu, Tamil, Hindi, and Urdu.
Hobbies & Interests : Reading books, listening to music & Playing Football.
Nationality : Indian
Passport No. : P-3265555
Date of Issue : 24-06-2016
Date of Expire : 23-06-2026

I hereby declare that all the information given are true and correct up to my knowledge.

YourSeniorly

Suleman Kovur