

SUNIL R

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Certified Kaizen & Lean Manager, Business Process Improvement Specialist and Lead Auditor for QHSE, ISMS, and Trainer & Advisor for BCMS, FSMS, HACCP, EnMS, IATF 16949 & BRC Global Std.,

An Overview

- ☛ **Sunil R** is an experienced and consummate management system expert dedicated to establish, designed, and implemented various ISO Management System Standards to improve effectiveness, efficiency and productivity;
- ☛ His Administrative, **Communication & Written skills** are the highest order and he has excellent track record in Training, Auditing, **Process Assessment, Business Process Mapping** and providing professional advice on QHSE & other ISO systems;
- ☛ **Nearly 18+ years** of full-time experience in Quality, Health, Safety, Environmental, Food Safety & Energy Management Systems establishment & implementation at Construction, Manufacturing / Automotive / Oil & Gas / Petrochemical / State Municipality / Sport & Facility Management / EPIC Contractors / Engineering / Central & Commercial Bank / Food Industries, etc.,
- ☛ Holds the distinction of **working in cross-cultural** environment, business possesses, **strong leadership, analytical** and **coordination skills** and strong understanding of Project Management Tools;
- ☛ Projects delivered at **India, Malaysia, Sri Lanka, Qatar, Bahrain, UAE, Kingdom of Saudi Arabia & African MENA** countries;
- ☛ Overall experience of **530 plus Man-days** of 1st & 2nd Party audit & participated in external certification audits done at Doha, Riyadh, Jeddah, Dubai etc., thru VQMI Certification Body, Dubai and BSCIC Certification, India;
- ☛ Successfully completed benchmarking study on "**Document Control System**" and developed **QF Policy & Procedure framework** document;
- ☛ Continuous improvement & up-gradation of existing documentation at **Qatar Petroleum**;
- ☛ **Pivotal** in the establishment of **QA/QC procedures** & guidelines for New Doha Port construction project;
- ☛ **Hands-on experience** in initiating **Kaizen** to improve process quality & cut down operational costs;
- ☛ **Strong Knowledge** on Implementation of **TPM and Lean Manufacturing** concepts in Automotive Sector;
- ☛ Played a **stellar role** in acquisition & maintenance of Integrated Management Systems (QHSE) & gaining working knowledge on **ISO 50001 at SEEF limited** (Petrochemical company) and established **ISO 50001:2018** documentations at **TABREED**, UAE.
- ☛ Sustained **ZERO Non-Conformance** during external audit of ISO/TS 16949 now **IATF 16949**;
- ☛ Excellent **track record** of reducing costs and applying Operational Excellence tools e.g. 5S, TPM, TQM, SMED;
- ☛ Adept in **creating KPIs and QHSE project** specific KPI Dashboards and trained on prioritisation & time management thereby enhancing employee efficiency.

Areas of Expertise

- **Operational Excellence**
- **Corporate QHSE**
- **Management Training**
- **1st 2nd & 3rd Party Audits**
- **Quality, Process Mapping**
- **Project Management Skills**
- **Environmental**
- **Occupational Health & Safety**
- **Food Safety**
- **Energy Management Systems**
- **IATF 16949 Core tools**
- **Lean Management**
- **NEBOSH - IGC**
- **Total Quality Management**
- **Cost Reduction**
- **Toyota Production System**
- **Problem Solving,**
- **Kaizen,**
- **7 QC Tools, 5S,**
- **Cross-functional Team**
- **Leadership**
- **Strategic planning**
- **BRC Global Standard**

Education and Qualification

2017: Executive **Master of Business Administration** in ISO & Quality System Management, India;

1999: Diploma in **Mechanical Engineering** from D. Banumiah's Polytechnic, India.

Core Competencies

- ☛ **Developing & implementing out-of-the-box solutions**, plans, policies and procedures on Quality, Health, Safety, Environmental, Food Safety Management and Energy aligned with company's business goals;
- ☛ **Reviewing policies, framework & procedures and advising management** on improvements through Change / Business process Improvements;
- ☛ **Directing top level strategic corporate initiatives** on ISO Management Systems, operational integrity auditing, risk management and major accident investigation as HSE Representative;
- ☛ **Guiding the development, implementation and management solutions and consultancy services** for creating, developing and managing QHSE Management System in line with internationally accepted practices;
- ☛ **Developing QHSE programs and systems for the organisation**; implementing new QHSE policies and procedures;
- ☛ **Conducting QHSE audits, Project audits, Supplier audits** etc., as required for ensuring strict compliance by all parties involved; investigating challenging areas, identifying barriers and recommending practical, cost effective solutions.

Certifications

- ☞ IRCA Lead Auditor for ISO 9001;
- ☞ IRCA Lead Auditor for ISO 14001;
- ☞ IRCA Lead Auditor for OHSAS 18001;
- ☞ IRCA Lead Auditor for ISO 27001;
- ☞ Internal Auditor for ISO 22000;
- ☞ NEBOSH – IGC Occupational Health & Safety;
- ☞ ArvinMeritor Production Implementation;
- ☞ Assessor for Business Excellence - "EFQM";
- ☞ Certified Kaizen and Lean Manager;
- ☞ Strategic Planning and Performance Management
- ☞ Lean Six Sigma Green & Yellow belt;
- ☞ Project Management Fundamental;
- ☞ IPMA Level D. APM Project Management Qualif.;
- ☞ EnMSImplementation Course;
- ☞ Business Process Mapping;
- ☞ Writing Effective Policy;
- ☞ Advance Process Assessment.

Employment Scan

<i>Employment History</i>	<i>Period</i>	<i>No. of Years</i>
Independent, Freelance Consultant, Mysore, India Senior QHSE Consultant – Management Systems	Mar 2020 – Present	-
Kayzed Consultants., Dubai, UAE Senior QHSE Consultant – Management Systems	Feb. 2018 – Feb. 2020	2 yrs.
Nathan & Nathan Consultants Pvt. Ltd., Bangalore, INDIA Senior Consultant – Management Systems	Jun. 2017 – Jan. 2018	8 months
QATAR FOUNDATION, DOHA, QATAR Senior Business Process Improvement Specialist	Sept. 2015 – May 2017	1 yr. 9 mos.
Applus VELOSI, DOHA, QATAR Consultant - Management Systems	Oct. 2010 – Jul. 2015	4 yrs. 10 mos.
AUTOMOTIVE AXLES LIMITED, MYSORE, INDIA Engineer-QMS & TPM	Aug. 2008 – Oct. 2010	2 yrs. 3 mos.
Nathan & Nathan Consultants Pvt. Ltd., Bangalore, INDIA Consultant – Management Systems	Jun. 2003 – Jul. 2008	5 yrs. 2 mos.
AUTOMOTIVE AXLES LIMITED, MYSORE, INDIA Apprentice Trainee/ Diploma Engineer Trainee	Sept. 2000 – Apr. 2003	2 yrs. 8 mos.

Key Highlights:

Independent Freelance QHSE Consultant, Mysore, India.

Responsible for:

- ☞ Providing ISO Consultancy, Training, Auditing and External Auditing services in various fields like ISO 9001, ISO 14001, ISO 45001, ISO 27001, ISO 50001, ISO 17024, ISO 13485, HACCP, ISO 22000, ISO 22301, BRC Global Certification, ISO 19600, ISO 28001, ISO 31000, ISO 13053-1/2, ISO 10001, ISO 10002, ISO 10003, ISO 10015, etc;

Kayzed Consultants., Dubai, UAE.

Responsible for:

- ☞ Providing ISO Consultancy, Training, Auditing and External Auditing support in various fields like ISO 9001, ISO 14001, OHSAS 18001/ISO 45001, ISO 27001, ISO 50001, ISO 17024, ISO 13485, HACCP, ISO 22000, ISO 22301, BRC Global Certification, ISO 19600, ISO 28001, ISO 31000, ISO 13053-1/2, ISO 10001, ISO 10002, ISO 10003, ISO 10015, etc;
- ☞ Worked with more than 45 companies across MENA region within in span of 2 years of my association;
- ☞ Establishing systems & process for new standards identified by **Kayzed Consultants** management;
- ☞ Key Account Manager, Responsible for Project Management starting from the kick off till handover of the project;

Qatar Foundation, Doha, Qatar.

Responsible for:

- ☞ **Identify processes** where value could be added, gathering business requirements, analysing business processes **AS-IS** and draft **TO-BE**, where practical, identifying technically driven solutions;
- ☞ Liaise with other QF entities to ensure the **business processes** are documented;
- ☞ Develop and maintain **QF Policies & Procedures (P&P)** documentation standard to ensure standardized process are followed across QF;
- ☞ Facilitate the development and improvement of QF P&P and other supporting documents for new or existing QF entities;
- ☞ Ensure all **QF P&P capture a complete view** of all activities and processes within and across business areas company-wide;
- ☞ **Collaborate** with the process owners to consult the relevant **stakeholders** during the development of QF P&P and ensure **no conflicts appear**;
- ☞ Collaborate with process owners and necessary stakeholders to have all QF P&P, supporting documents, and processes reviewed, revised, edited, and finalized for publication for the QF use;
- ☞ Perform **process assessment** to assess suitability, adequacy, efficiency and effectiveness in alignment with international best practices to identify continual improvement opportunities/initiatives;

- ☞ Manage and supervise the requests received from the various QF entities for the development or improvement of P&P and other supporting documents and provide periodic progress report;
- ☞ Ensure the layout/ format during developing the QF P&P are in line with QF P&P documentation framework.
- ☞ Provide **awareness** for staff across QF on the development of QF Policies & Procedures documentation and business process improvement tools.

Applus VELOSI, Doha, Qatar.

Accomplishment:

- ☞ Assisted more than 15 clients in obtaining ISO certifications within 1½ years of consultancy service and Successfully completed the implementation of ISO 9001 within 3 months, in a company which was previously trying to implement the system for the past 2 years;
- ☞ Excellent track record of completion of projects within agreed norm period, with **100% client's satisfaction**.
- ☞ Successfully achieved the ISO Certification of **(Under seconded contracts)** for Qatar Chemical Company Limited (**Q-Chem**); **Aspire Logistics** and SEEF Limited;
- ☞ Completed more than **33 Man-days of third-party project audits** as Lead Auditor/ Auditor for major clientele, evidenced by QP Auditors & client representatives:
 - **Qatar Petroleum's** main contractors; **Petrofac International Ltd.**, **Black Cat** Construction & Engineering; **Doha Petroleum** Construction Co. Ltd., **Qatar Kentz**; **Hyundai** Engineering & Construction Co. – HBK Contracting Co. - "Heart of Doha Project", **CAT** International - "**Heart of Doha Project**", **Sky Oryx** & their sub-contractors – "Construction of New Doha International Airport – **NDIA project**".

SEEF LIMITED, MESAIEED, Qatar

Quality Engineer, SECONDED from Applus VELOSI (Reporting to QHSE Manager)

Responsible for:

- ☞ Assist in establishing, documenting, Implementing and maintaining a company-wide IMS comprising ISO 9001, ISO 14001, OHSAS 18001 & ISO 50001 requirements;
- ☞ Develop a framework of a **Business Excellence** based on QMS principles like ISO 9004 Model, including strategic planning, business process management & performance management;
- ☞ Assist in formulating strategic goals, corporate business plan, scanning business environment, Macro KPI's, organizational performance analysis via performance dashboard e.g. Balanced Score Card (BSC);
- ☞ Lead cross-functional team to apply 'Business Process Effectiveness & Efficiency' methodologies such as **Six Sigma & Lean Manufacturing, Benchmarking** etc to reduce the process cycle time & process cost. Drive for continual improvement in each PDCA cycle;
- ☞ Perform routine Quality Control activities e.g. SPC, Analysis of data;
- ☞ Perform day-to-day Quality Assurance activities e.g. Monitoring KPIs, Customer Complaints, Handling customer complaints & close-out, Delivering quality awareness program;
- ☞ Custodian of Quality & Energy Management Documentation (Policy, Manual, Procedures, WI, forms, records, Guidelines, etc). Control the company documents as per Management of Change;
- ☞ Focal point of company-wide IMS Audit e.g.
 - Schedule & coordinate the regular Internal Audit,
 - Compile the audit findings of all depts. & follow up until close out,
 - Interface, review and verify the Certification Body's (external) audit in renewal & surveillance visits.
 - Monitor the external audit findings & follow up until close out,
 - Assist in facilitating, conducting and reporting of Management Review Meetings,
 - Compile the Management Review recommendations & follow up until close out,
 - Assist all departments in taking effective corrective & preventive actions for closing all findings,
 - Design audit tools & checklists, advice & coordinate the internal audit team.

Sino Hydro – UCE JV Company, New Doha Port Project, MESAIEED, Qatar

Quality Assurance Manager SECONDED from Applus VELOSI (Reporting to Project Manager)

Responsible for:

- ☞ Establish & implement PQP, processes, procedures to achieve corporate & project quality requirements;
- ☞ Supervise project quality team, review and implement quality plans for compliance and adequacy;
- ☞ Conduct training for continuous quality improvements and coordinate with PMC QA Manager;
- ☞ Liaise, coordinate and cooperate with Client's Quality Team to ensure alignment of quality requirements, processes and procedures between site construction activities, Client expectation and Contract obligations;
- ☞ Issuance of Non-Conformance Report (NCR); Work closely with the Construction Manager to determine root cause of quality issues and provide CAPA plan, where needed; and propose remedial action;
- ☞ Manage, maintain and track Non-Conformance Reports (NCRs) and ensure timely close out of actions;
- ☞ Facilitate and undertake internal and external audits on subcontractors;
- ☞ Provide regular and on-demand quality reports, including key performance indicators;
- ☞ Coordinate project level management review meetings to ensure the continuing suitability, adequacy and effectiveness of the management system.

Automotive Axles Limited, Mysore, India.

Responsible for:

- ☞ Co-ordination and Implementation of ISO/TS 16949 within the organization which took company to achieve **ZERO non-conformity** during external certification audit;
- ☞ Assisting TPM secretariat in **Driving TPM processes** in the company and identifying Model Machines & motivating Managers / Engineers to establish TPM processes in the company;
- ☞ **Facilitated** 8 TPM Pillars Activities, Formation of TPM Circle, Implementation of 5S system in the production shop floor and carried out **5S & TPM audits** internally as per the planned schedule;
- ☞ Developed and updated TPM activity boards; assisted with other pillar boards, monthly TPM progress review & conducted department-to-department computation;
- ☞ Assisting Maintenance Department Engineers in proper **investigating the real root cause** of problem & taking necessary corrective actions;
- ☞ **Drive Value stream** managers to implement **change management**, mindset and adopt **"Lean thinking"**;
- ☞ Drive implementation of various initiatives like **5S, Lean, TPM, Visual workplace Management, Gemba Kaizens** to improve Total Employee Involvement.

Knowledge Purview

☞ ISO 9001	☞ ISO 22301	☞ Toyota Production System
☞ ISO 14001	☞ ISO 13053-1/2	☞ ArvinMeritor Production System
☞ OHSAS 18001	☞ ISO 19600	☞ Kaizen
☞ ISO 45001	☞ ISO 21500	☞ 7QC Tools
☞ ISO 27001	☞ HACCP	☞ Strategic planning
☞ ISO 22000	☞ Change Management	☞ Balanced Scorecard
☞ ISO 50001	☞ APQP	☞ Process Mapping
☞ ISO 17020	☞ FMEA	☞ Business Process Mgt.
☞ ISO 17024	☞ SPC	☞ Policy Writing
☞ ISO 39001	☞ MSA	☞ Process Assessment
☞ ISO 10001	☞ PPAP	☞ Project Management
☞ ISO 10002	☞ TQM	☞ BRC Global Standards
☞ ISO 10003	☞ TPM	☞ Operations Excellence.
☞ IATF 16949	☞ 5S	
☞ ISO 13485	☞ Lean System	

Personal Vitae

Date of Birth	:	24 th January 1981
Nationality	:	Indian
Passport Status	:	K3843612 (valid up to: 19 th August'2023)
Visa Status	:	-
Marital Status	:	Married with 2 Kids
No. of Dependants	:	Three
Driving License	:	Indian & Qatari Driving license holder
Languages Known	:	English, Hindi, Kannada, Marathi and Tamil
Permanent Address	:	# 134, 3 rd main, "H" Block, Ramakrishna Nagar, Mysore, Karnataka, India
Present Address	:	# 361, 9 th D Cross, 5 th Main, E & F Block, Ramakrishna Nagar, Mysuru.