



MUHAMMAD AFIQ BIN HASSAN

HOD PRODUCTION

019-9023981

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Professional Skill

- Operation management (10 years of experiences)
- Multitasking on several department
- Stakeholder
- Team oriented
- Computer literate
- Internal Auditing

Certificate & Award

- Certified ISO 22000 & GMP (Good Manufacturing Practices)
- Certified HIRARC
- Certified Fire Safety & First Aider (General)
- Certified Internal Auditor
- Certified Food Handler Certification
- Certified Occupational Safety & Health Coordinator (JKKP)
- Halal Awareness Enrollment Program (JAKIM)
- Awarded Best New Comer in 2015/2016
- Nominated Best Employee in 2022

Committee Members

- HALAL committee
- Emergency Respond Team & Safety committee

Availability

- Can travel as required
- Notice Period: 1 month
- Online & Face to face interview (depend on current location)

Professional Experiences

1) SENIOR PRODUCTION EXECUTIVE

Khong Guan Soy Sauce

Sept 2025 – Recent

Production Operation

- Forecast production schedule as per target monthly
- Operation abides to rules & policies such as ISO 22000, HALAL, MESTI, FSSC 2200 & ISO 9001
- Ensure GMP in cleanroom and others are followed by workers.
- Construct manpower planning daily depend on situation
- Work with various departments such as quality, technician, and store to ensure production floor smoothly running.
- Analyze KPI and reach target set by company.

Resource Management / Costing Analyst

- Inventory management on raw material & finish goods
- Optimize stock and do costing analysis before proceed to purchasing department.
- Conduct stocktake monthly to ensure tele with data
- Apply 6S, Kanban and other lean manufacturing method that related to resource management
- Ensure raw material are abide HALAL rules & regulation

Quality Control & R&D involvement

- Highlight CCP point to team so it will be follow by team
- Any abnormalities will be bring to meeting and liase with QA team in order to solve it
- Any NC and CAPA issued will be solve within time limit
- Brainstorm on product improvement in term of quality such as raw material substitute, brix & viscosity. Also methode of cooking.
- Involve in internal audit (ISO associate) and take action to solve it.

Safety & Health

- Ensure workplace is safe & workers wear safety PPE such as goggles , helmet and others before working.
- Work with safety officer and run safety related audits.
- Assist safety officer to run HIRARC yearly or as needed.
- Reporting accident & identify potential accident to safety officer.
- Involve in HIRARC in order to met ISO 45000.

Reporting and Documentation

- All documentation is filing neatly such as production report, production schedule, downtime and others
- Compile reports and create summary. End of month will present to upper level management team in order to trace progress and achievement

2) PRODUCTION MANAGER

NFara S Biotechnology (M) Sdn Bhd

Jan 2025 – May 2025

Production Oversight

- Forecast monthly and weekly planning and oversee the production schedule to ensure that production goals are met.
- Ensure that the production processes are in compliance with ISO22000, HACCP, GMP and Halal standards.
- Work with various departments such as maintenance, warehouse, resources and HR and manage the daily production operations & ensuring that the plant is operating efficiently, effectively and safe.
- Calculate manpower needed based on production output target and update to HR.

Resource Management / Costing Analyst

- Monitor and manage the inventory of raw materials and finished goods.
- Reduce and optimize raw material. Also responsible on return/rework finish good.
- Compile all stock count report monthly and ensure all raw material data are tele with physical.
- Calculate costing needed for each SKU and try to minimize cost
- Any damage or wastage are record and report to account department with legit proof.
- Ensure storage are well maintain and free from any pest. All raw material & finish good must follow FIFO & FEFO rules and label as request by HALAL policies.

Quality Control / Product Improvement (R&D)

- Implement and maintain quality control standards to ensure that products meet company and industry specifications. Also conduct internal audit with QA to ensure compliance with standard.
- Identify CCP & OPRP and train production team to liaise with QC to give extra attention.
- Work together with QA to solve any abnormality with the product and process.
- Resolve complaint from client with QA and file a proper complaint to supplier regarding raw material issue.
- Brainstorm on product improvement in term of quality such as raw material substitute, brix, viscosity & etc with R&D
- Advise product process flow to R&D team when needed for improvement and identify issues.

Health and Safety / HALAL

- Ensure the workplace is safe by adhering to all health and safety regulations.
- Work with safety officer and run safety audits and training sessions to minimize accidents and injuries.
- Associate in HIRAC yearly or as needed by safety officer.
- Ensure HALAL policies are followed by team. Also revise with HALAL Exec on documentation as advise by JAKIM.

Reporting and Documentation

- Compile production activities report (cost analysis, forecast planner, production record, maintenance record & QA record) and reporting to General Manager.
- Also oversee others related report such as Halal, Safety & Bomba inspection.

3) SENIOR PRODUCTION EXECUTIVE

Custom Food Ingredients

Jan 2022 – Nov 2024

Production

- . Manage production floor & process to meet monthly target.
- . Prepare production reports daily & present every month to production manager. Reports details are including downtime cause such as CIP process, machinery breakdown and others.
- . Conduct meeting with team weekly to discuss any ideas or problem occur during production.
- . Manage workers schedule including rotation, overtime, breaks, leave and in charge of act due to disciplinary issues.
- . Enforce production floor to abide regulated rules such as OSHA, ISO22000, GMP, ALLERGEN & HALAL.
- . Optimize raw material usage & minimize wastage.
- . Calculate production yield & OEE (Overall Equipment Effectiveness)
- . Coordinate with other departments (quality control, maintenance & marketing) to ensure seamless operations.
- . Lead a new finalize project given by R&D for operation to produce.
- . Monitor production quality and take corrective actions to resolve any quality issues.

Production planning & Quality Control

- . Discuss with production planner on weekly production plan based on order and raw material.
- . Discuss with purchasing in order to chase order with supplier if needed and ordering raw material
- . Discuss with QA team if have any issues regarding quality on finish good and report to production manager
- . Handling NC from QA and complete it within time given.

4) SENIOR SUPERVISOR (PRODUCTION & PROCESS)

Malaysia Milk Sdn Bhd

Oct 2018 – Dec 2021

A Sr supervisor (Production)

- . Minimize CIP time by arranging production flows referring to schedule based on given by management.
- . Control downtime due to CIP process, machinery breakdown and workers issue (absentee).
- . Act as middleman for workers and management if having any issues including implement of new regulations, penalties, leave and any related.
- . Construct detail production report when having a special case until contribute to downtime (machinery breakdown, audit or spot check)
- . Provide production daily report to production executive.
- . Control workers flexibility in doing duties such as changing position during absentee of teammates.
- . Provide training to newcomer and existing workers. Also give KPI report to production executive annually.
- . Feedback stock count report (twice a year) in WIP area.

B Sr supervisor (Process)

- . Control raw material at WIP area and request new one daily from store supervisor.
- . Ensure follow FIFO & FEFO. Do 5S housekeeping and ensure cleanliness.
- . Stock counts every end of the shift before hand off to other shift supervisor.
- . Follow recipe provided and pay attention to CCP.
- . During CIP time, need to check all OPRP such as filter either need to change or not

5) SUPERVISOR / LEADER

Rex Canning , Penang

January 2015 - March 2018

A Supervisor / leader

- . Ensure team to follow instruction provide.
- . Control team in and out during production running.
- . Ensure machine to operate without stop. If stop must have possible reason.
- . Ally with other supervisor to ask for workers to act as substitutes when absentee.
- . Follow schedule and recipe given and if got changes need to inform superior.
- . Troubleshoot and resolve minor operational issues.
- . Ensure compliance with food safety regulation and other companies

EDUCATION

1) Management & Science (MSU)

Bachelor Degree (Honor) In Culinary Arts

Mac 2011 - May 2014

2) Sijil Tinggi Pelajaran Malaysia (STPM)

Sekolah Menengah Teknik Terengganu

Pengajian Perniagaan

April 2008 - December 2009

3) Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Teknik Terengganu

Kejuruteraan Elektrikal

January 2006 – December 2007

EXTRA CO CURRICULUM INVOLVEMENT

- **Assistant Manager in Program** of Ihya Ramadhan 2011 •
- Stage Manager** for Persembahan Bintang Bersama Anak Yatim 2012
- **Committee and Participant** of Kursus Asas Keusahawanan Siswa 2012.
- **AJK** of Islamic Society in MSU 2013
- **Chef On Duty** in Senior Dinner Event 2012
- **President** Kelab Komputer & Media Massa 2009