

Saima Yaqoob

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Personal Details

Gender : Female
Nationality : Pakistani
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Objective

Dedicated, resourceful, and passionate education professional with seven years of teaching and professional experience would like to excel in the capacities of research and development.

Career & Experience

2018-to date **NED University of Engineering and Technology, Karachi.**
Lecturer

2013-
2018 **Institute of Business Management, Karachi.**
Lecturer

- Teaching four courses in a semester to undergraduate students.
- Supervising Industrial Engineering Laboratories and conducting laboratory experiments to complement lectures.
- Prepare lectures with extensive readings and collecting reference materials and preparing notes related to every course.
- To Prepare, administer and grade examinations.
- Student counseling related to academic matters.
- To establish industrial linkage for undergraduate industry based projects and internships.
- To arrange industrial visits for undergraduate students in a semester.
- Prepare faculty course review report semester-wise to improve the teaching methodologies based on learning outcomes.

2011-to 2013 **YKK PAKISTAN Pvt. Ltd.**
Assistant Executive

A) Responsible for Quality Control & Quality Assurance activities:

- Carry out the inspection & testing of:
 - All Raw Materials.
 - Product samples during production.
 - Final product to be delivered
- Improve product quality through monitoring and controlling of production processes.
- Daily problem analysis through Gemba meetings.
- Provide supervision and training to all Quality personnel.
- Performing Root Cause Analysis with implementing counter measures & preventive measures for failures.

B) **Responsible for process improvement activities (production departments):**

- Introduced and implemented methods and techniques regarding:
 - Productivity improvement
 - Process & equipment improvements
 - Saving costs
 - Reduce rejection
 - Reduce wastage
 - Lean Principles
 - Kaizen activities.
- Implementation of sustainable process improvement projects, plan activities, allocate workforce, monitor and control the schedule tasks, thereby reporting results in the end.
- Worked in a team of different functions like Production, Marketing, QA, Material Management and Engineering to ensure the on time implementation of related Continuous Improvement Projects.
- Manage frequent workshops on shop floor for process improvement and motivating the people for new ideas and techniques.

2011-to 2013
CAD/CAM
Engineer

Razi Sons Pvt Ltd

- Plan CAD/CAM projects tasks, allocate resources, schedule job assignment and continuously monitor and control the bottlenecks activities.
- Carry out Time & Motion Study to improve process improvement & labor utilization in production departments.
- Ensure proper implementation of safety procedures and 5S activities on the workplace.
- Part modeling through conventional and reverse engineering using CAD/CAM/CAE software.
- Act as a team player for designing and fabrication of fixtures and jigs of recently developed parts.

Qualification

2012-2014

Masters in Industrial Management

NED University of Engineering and Technology

Cumulative GPA:3.68

2007-2010

Bachelor of Industrial & Manufacturing Engineering NED

University of Engineering and Technology

Cumulative GPA:3.7

Research

Shad.F,Yaqoob.S.2018.Employee Empowerment in decisions and organization's development; A study of Manufacturing Industries of Pakistan, 5th International Conference on Contemporary Issues in Management at University of Central Punjab.

Yaqoob.S, 2018.Research activities in industry 4.0 function as enabler for agile manufacturing implementation accepted to be presented in 2nd ASIA International Multidisciplinary Conference 2018 at University of technology Malaysia.

Kausar. M,Yaqoob.S, 2018 Closed Loop Supply chain (Practical implementation in university environment) "International Conference on Business Management" – 2018 "Innovation and emerging trend in Business Management" at IQRA University.

Research Interests

- Smart Manufacturing
- Industry 4.0

Certifications

- **Qualitative Research Methodologies and Data Analysis using NVIVO**
2-days certification Workshop
Institute of Business Management (IoBM) Karachi, Pakistan
- **5S and Kaizen**
2-days certification course
NED University of Engineering and Technology Karachi, Pakistan
- **Faculty Development Workshop**
2-days certification Workshop
Institute of Business Management (IoBM) Karachi, Pakistan
- **Problem Solving & Decision Making**
2-days certification course
Institute of Business Management (IoBM) Karachi, Pakistan
- **CAD/CAM for product Development**
4-weeks certification course
National Institute of Design & Analysis Karachi, Pakistan
- **Project Management**
1-day workshop
NED University of Engineering and Technology Karachi, Pakistan

Languages

Fluency in English and Urdu.

Memberships and Affiliations

Pakistan Engineering Council (PEC).