**Jerin Joseph**

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**Career Summary:**

Skilled mechanical engineer with solid expertise in Quality Assurance. Possess international exposure, meticulous and demonstrate good organization, problem solving, interpersonal and communication skills. Well versed in implementing Quality Management System, managing non-conformances, audits and continuous improvement.

Dedicated in learning new skills and a great team player who is also able to work well under pressure and prioritize tasks according to needs of the organization.

**Key Skills**

|  |  |  |
| --- | --- | --- |
| * MS Office | * Auditing | * Inventory Management |
| * Supplier Management | * Decision Making | * Time Management |
| * Team Work | * Communication | * Training/Coaching |
| * Root Cause Analysis | * Purchasing | * Presentation |

**Certifications**

|  |  |  |
| --- | --- | --- |
| * ISO 9001:2015   Quality Management  System Lead Auditor | * ISO 14001:2015   Environment Management System Lead Auditor | * ISO 45001:2018   OHSMS Lead Auditor |

**Employment History**

**Chegg India Pvt. Ltd Sep 2020 - Present**

*(A leading student-first connected learning platform focused in helping students learn more in less time)*

**Subject Matter Expert - Operations Management**

* Solved analytical and numerical questions in operations management
* Clarified student queries on time
* Improved knowledge of students by providing them with industry related examples
* Took extra effort in solving urgent questions posted by students

**Interoffshore Pte Ltd May 2015 - Jul 2020**

*(Oilfield Machine Shop. Focus on the repair and manufacture of downhole equipment)*

**QA Engineer**

* Reviewed material certificates and customer specifications
* Reviewed production routers and purchase orders to suppliers
* Performed Root cause analysis using 7 QC Tools and CAPA submission
* Defined Quality plans and Standard Operation Procedures (SOP)
* Coordinated with sales, production and customers on quality and delivery matters
* Organized delivery arrangements and third-party inspections
* Conducted Customer Satisfaction Surveys
* Assessed and documented supplier performance at specified intervals
* Headed certification and customer audits
* Analyzed monthly rejection/rework and ensured the quality objectives are met
* Documented instrument calibration records, mill certificates, work orders
* Authored, upgraded and maintained Quality Manual (Level 1), QMS Procedures (Level 2), Standard Operation Procedure (Level 3) and Forms (Level 4) as per ISO 9001 & API Q1 requirements.
* Ensured overall document control of the organization
* Managed administrative duties when required
* Conducted Internal Audits and prepared Audit Report
* Prepared Management Review Reports
* Reviewed procedures and conducted risk assessment and management of changes
* Audited suppliers, evaluated & maintained ASL/AVL
* Defined training plan and arranged training

**Gulf Asia General Contracting Co. L.L.C Sep 2012 - Sep 2014**

*(A well-known general Contractor in GCC holding extensive experience with current operations going on in Saudi Arabia, Qatar & UAE dealing with Construction Division & Commissioning Services in the field of Oil & Gas, Refinery and Petrochemicals).*

**Mechanical Engineer - Quality Assurance**

* Ensured all construction activities are performed in accordance with approved plans and procedures
* Managed sub-contractors, reviewed reports and surveilled works at site
* Led QC painting / coating activities at the work place on daily basis
* Witnessed and documented all underground / above ground painting / blasting activities
* Controlled the storage and expiry of the paint and calibration of gauges
* Identified and resolved coating discrepancies
* Executed Coating / Wrapping activities of live pipeline in ADCO-GASCO corridor pipeline

**V-Guard Industries Ltd Nov 2009 - Apr 2012**

*(Manufactures voltage stabilizers, wiring cables, electric pumps, electric motors, solar water heaters, and electric fans)*

**Deputy Engineer - Purchase**

* Performed all purchasing activities for Water Pumps & Industrial motors
* Liaised with vendors for on-time delivery in JIT concept
* Monitored stores for material receipts, rejection, discrepancy follow up and supplier performance analysis
* Audited physical stock with system and perpetual stock
* Handled invoices issues effectively
* Handled transporters and freight forwarders for timely deliveries
* Followed up with finance department for payments

**Tata Autocomp Systems Ltd Jun 2008 - Oct 2009**

*(Manufacturer of world class precision plastic molded Interiors & Exterior for all major automotive giants like General Motors & Ford)*

**Graduate Engineer Trainee - Purchase**

* Assessed quotes and selected best pricing and payment terms
* Scheduled purchases according to customer’s monthly planning
* Managed new supplier development and supplier rating
* Ensured timely delivery of the goods and services to meet deadlines
* Organized supplier site visits for capacity study, witnessed production and tracked performance
* Coordinated sample development with existing and new sources
* Led general administration activities for Purchase and logistics division

**Quality/New Product Development**

* Member of cross-functional team - PPAP activities (FMEA, Control plan, Process Flow Diagrams, Product Trial run, Statistical Process Control or SPC)
* Performed incoming material inspection
* Performed durability testing for parts in artificial climatic conditions
* Performed First Article Inspections

**Education**  **Year**

**Obtained**

* **Bachelors in Mechanical Engineering 2008**

Karunya University, Tamil Nadu, India

* **Higher Secondary Certificate, GCE ‘A’ Level 2004**

St. John the Baptist’s Higher Secondary School, Kerala, India

**Miscellaneous Information**

**Language Proficiency**

Malayalam, English, Tamil and Hindi

**References**

Available upon request