

IMRAN AHMAD RANA

263-R, Model Town

Lahore - PAKISTAN

Mob: 92 300-4324171, Residence Ph: 92 42 5837563

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EXPERIENCE:

Over Ten years' experience in leading Organizations as a Management System Development Consultant, Research Analyst and Professional.

- 1➤ **CORPORATE MANAGEMENT SYSTEM HEAD**
Treet Group of Companies (US based Manufacturing/Services concern , Lahore ,
(April 2002 to date) 06 year – 02 months
 - 2➤ **SENIOR MANAGEMENT CONSULTANT,**
IQSAS (PAKISTAN)
(Jan 2000- April2002). 02 year – 03 months
 - 3➤ **HUMAN RESOURCE MANAGER/ SENIOR PROJECT COORDINATOR**
MQS, Inc., (a USA management associate firm)
(Oct 1997- Dec1999). 02 year – 03months
 - 4➤ **CHIEF EDITOR “QUEST FOR EXCELLENCE”**
South Asia’s Business Quality and Productivity Magazine from Pakistan
by QPSP (Voluntarily contributing to a not-for-profit association of professionals)
(March 2006- to date)
- **VISITING FACULTY MEMBER,**
- University of the Punjab, Lahore PAKISTAN
National College of Business Administration and Economics (NCBA&E), Lahore
PIQC Institute of Quality, Lahore
- Project Coordinator – 3 month period project at **FAYSAL BANK** (as an internee)

MEMBERSHIP OF PROFESSIONAL SOCIETIES /ASSOCIATIONS:

To get update on latest developments, best practices and continued professional growth, I earned membership of the following world recognized professional associations;

VICE CHAIRMAN, QUALITY & PRODUCTIVITY SOCIETY OF PAKISTAN (QPSP)
(Founding Chairman Mr. Kamran Moosa, CEO - PIQC)

SENIOR MEMBER, AMERICAN SOCIETY FOR QUALITY (ASQ)
(Membership #. 63449129)

FOUNDER MEMBER, HUMAN CAPITAL NETWORK (HUCAN)
(Founding Chairman Mr. Khusro Pervaiz)

QUALIFICATION/CERTIFICATIONS:

- 1- **IRCA- UK Registered Lead Auditor for ISO 9001:2000**
IRCA –UK & IQCS Singapore (July 2007).
- 2- **M. Phil – TQM (Total Quality Management)**
University of the Punjab, Lahore. (July 2005).
- 3- **MASTER OF PUBLIC ADMINISTRATION, (MPA)**
Major: Human Resources Management.
University of the Punjab, Lahore. (July 1997).
4. **BACHELOR OF SCIENCE,**
F. C. College, Lahore. (December 1994).
5. **Post Graduate Diploma in**
Industrial – Organizational Psychology (I-O, Psychology)
International Society of Behavioral and Statistical Sciences (ISOSS), Lahore

BRIEF DETAIL OF MAJOR DUTIES AND RESPONSIBILITIES;

CORPORATE MANAGEMENT SYSTEM HEAD	<ul style="list-style-type: none">- To Develop, Implement and maintain a good management system (QMS, EMS, OHS) for execution of smooth business operations- Prepare & circulate monthly manufacturing / business processes analysis reports to facilitate decision making at all levels- Ensure adequate preventive measures are in place for smooth functioning of corporate affairs and eliminate complaints- To perform an annual Business Impact Analysis within the organization to identify critical business functions and processes.- To Devise short term and long term business Quality plans in the light of analysis/assessments to respond market changes, suppliers performance, employee training needs- To maintain Organizational Knowledge Management (OKM) for services, products and process Innovation- To Coordinate with departmental heads in Evaluating effectiveness of employee training, benchmarking competitors' performance, employee recruitment & selection- Design, conduct and report progress on Quarterly Customer Focus Surveys throughout the Pakistan- To ensure compliance with management processes so that plans:<ul style="list-style-type: none">*Comply with statutory and regulatory requirements*Conform to the business requirements*Are accurate and up-to-date*Are validated and tested on an on-going basis
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<p>SENIOR MANAGEMENT CONSULTANT</p> <p>&</p> <p>SENIOR PROJECT COORDINATOR</p>	<ul style="list-style-type: none"> - To provide Human resource management system, Quality Management system, Environmental Mgt System, CE, Statistical Process Control and BCP consultancy to client organizations. - Guide Client Organizations to prepare for WTO threats (Business Contingency Planning) in their relevant Industries and markets - To help Clients develop Continual Improvement and Process Performance Assessment Systems - To work with clients/continuity plan owners to develop recovery training programs for end users. Ensuring training plans are completed in a timely manner. - Performs and oversees analysis of job worth, market salary surveys, competitive wage rates, design of compensation packages and other related compensation and benefits projects - Work on Organization's Customer Satisfaction Index to formulate Strategic Plans for Business Survival - To provide consultancy to Surgical Exporters for Business Development/Partnership in European Countries
<p>Chief Editor/</p> <p>Deputy Chief Editor</p>	<ul style="list-style-type: none"> - To Conduct/arrange, Analyze monthly research in south Asia's Corporate & Social sector and - To prepare Annual plan for the Magazine and ensure its compliance - To arrange and conduct interviews of renowned management Gurus, Trainers and Businessmen in the country - To arrange for pre-publication Expert Review of Features/articles from Editorial Review Board. - To publish the peer reviewed research features in <u>Quest for Excellence</u> print magazine. - To arrange for International reprint permissions regarding copy righted material - To arrange for the circulation of Magazine at key business locations and to regular subscribers in Pakistan, UAE, Iran, India, Bangladesh, Malaysia, Kuwait etc. - To arrange for the required Finances (advertisements) to ensure timely publication of magazine. (in January, May, September)

SEMINARS AND CONFERENCES CONDUCTED as FACILITATOR;

Conducted the following Courses/Seminars in the industrial sector as the facilitator:

- ISO 9001:2000 Quality Management System
- Quality and Productivity in SMEs (Lahore)
- Internal Quality Auditors Training Course (IQSAS- Lahore)
- Key performance indicators (KPI) for success (Industry)
- Discovering PM's (Performance Management) strength
- Decision Making and Problem Solving Skills (Gujranwala)
- Performance Appraisal Techniques and Job Analysis. (Islamabad)
- Human Resources Management systems for SMEs (Lahore)
- Human Resource management for Manufacturing managers (Sialkot, Islamabad)
- Leadership for Supervisors (Industry)
- Time Management (Industry)
- Total Productive office Maintenance (Industry)
- CE Marking for Surgical and Fan Industry (Sialkot)
- TNA and Training Effectiveness Management System (TEMS)

INTERNATIONAL CONVENTIONS/CONFERENCES As SPEAKER

Speaker: ICQI' 2002 (International Convention on Quality Improvement- KARACHI)
Topic: Sociotechnical Aspects of Quality and Productivity in SMEs

Co- Speaker: Pakistan 8th AMDISA – South Asian Management Forum International
Convention (LUMS –November 2004)

Speaker: Quality Management Practices in Industrial, Service and Education Sectors of
Pakistan.
(Dec 2004) Organized by COMSATS in Lahore

Speaker: ICQM' 2005 (International Convention of Quality Managers –July 17-20, 2005 at
Tehran – Iran, Approved Paper sent for Presentation)
Topic: Innovation and Quality Optimization By way of Knowledge Management

Speaker: WCQI-2008 USA (World Conference on Quality Improvement by ASQ)
Topic: Quality in Every Day Life

Speaker: 2nd Global Quality Summit 2008 (World Alliance for Quality – WAQ & ASQ)
Topic: Developing Quality in organizations w.r.t. Pakistan Perspective

PUBLICATIONS IN NEWSPAPERS/BUSINESS MAGAZINES

Regularly Contributing the Industrial Research analysis to the Newspapers of International repute like
DAWN, BUSINESS RECORDER, Pakistan & Gulf Economist, Quest for Excellence, ISO
Easy etc. on the topics as below;

- Organizational Development and Organizational structural design
- Management System,
- Human Resource Management

PERSONAL DETAILS

Father's Name: Irfan Ahmad Rana
I.D. Card # 34103-0499613-3
Marital Status: Married
Domicile: Gujranwala, Pakistan