

Malak Al Masrieh

Industrial Engineer

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PROFILE

Although initially interested in Lean Manufacturing, I recognize the importance of developing a wide set of skills outside a narrow area of expertise. To this end, currently I occupy the position of Research and Development Industrial engineer at EV Electra gaining more than a year full of experience in procurement, production, and quality assurance. Moreover, I had training in Lean Manufacturing during my undergraduate studies. In the different roles I have assumed, I have taken on responsibilities in planning, process balancing and procurement which have developed my character in both technical and soft skills.

EXPERIENCE

03-2021 – Present

R&D Industrial Engineer

EV Electra S.A.L, Lebanon

- Plan and implement ISO 9001-2015
- Design and Implement SOP & Operation Manual using Visio
- Write policy and procedures of Quality Control and HSE Departments
- Purchase goods or services that meet the quantity and quality expectations of the organization
- Evaluate and negotiate contracts with vendors
- Research and identify prospective suppliers
- Prepare and issue purchase orders
- Monitor supplier performance and resolve issues and concerns
- Inspect and evaluate the quality of purchased items
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- Work with team members and procurement manager to complete duties as needed
- Track delivery times and report any issues with product or delivery.
- Assist in researching new vendors and comparing competing suppliers

09-2018 – 06-2019

Industrial Engineer Intern

Cold Stores Group of Lebanon CGLE

- Implement Lean Manufacturing principles which helped in preventing all the non- added values in the production line showing a remarkable result in improving the flow and optimizing the efficiency while maintaining the production cost.
- Enhance the safety and ergonomic standards

08-2018 – 09-2018

Industrial Engineer Intern

STAUNCH Machinery

- Balance manufacturing process's time
- Report and track documents
- Follow up with manufacturing works
- Visit On site project

EDUCATION

09-2014 – 06-2019

Bachelor of Industrial Engineering and Engineering Management

Beirut Arab University – Lebanon

- Participated in the 20th Engineering Projects Day Held in April 2019

CERTIFICATES

Issued July 2021
ISO 9001:2015

Internal Auditor Training Course of Quality Management System according to

TUV Nord Lebanon

Issued April 2019

Internet Core Competency Certification (IC3)

BEIRUT ARAB UNIVERSITY

SKILLS

Solid works, Visio, MS Project, Microsoft Excel, Microsoft Word, Technical documentation
Leadership, Behavioral Communication, Time Management, problem solving, Teamwork,
and Customer Service

LANGUAGES

- Arabic native language
- English professional working proficiency