



# RIZWAN MEHMOOD BHATTI

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**Date of birth:** 10 Oct 1993 | **Nationality:** Pakistani | **Gender:** Male |

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## ● ABOUT ME

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I work in a variety of sectors, including food processing, packaging, and distribution, and I'm in charge of ensuring that food items are safe, healthy, and of high quality. I do research, produce new products, and enhance old ones, utilising their understanding of chemistry, microbiology, and engineering to generate creative and sustainable food solutions. I may also engage with other specialists such as dietitians, food scientists, and engineers to ensure that food items fulfil regulatory and safety criteria. A job in food technology necessitates a solid scientific basis, a love of food, and outstanding communication, problem-solving, and analytical abilities.

In addition, I worked as a project officer at an NGO, where I was in charge of organising and delivering projects that were in line with the organisation's objectives and goals. They collaborate with other team members to plan, organise and execute project activities to ensure that they are finished on schedule, within budget, and achieve the required results. I am in charge of creating project plans, tracking progress, and reviewing projects performance. In order to gain money and support for the initiatives, I also created and maintained connections with stakeholders, partners, and founders. A successful project officer at a non-governmental organisation should have good organisational, communication, and interpersonal skills, as well as a solid grasp of project management concepts and practises.

## ● WORK EXPERIENCE

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22 SEP 2022 – 30 APR 2023 Rajanpur District and Taunsa Sharif, Pakistan

### PROJECT OFFICER RURAL EDUCATION AND ECONOMIC DEVELOPMENT SOCIETY

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1. Assist in developing project plans, objectives, and timelines for emergency flood response projects.
2. Conduct rapid assessments to identify the immediate needs of flood-affected communities.
3. Analyze data and information to inform the development of appropriate response strategies.
4. Organize and supervise the distribution of emergency relief supplies, including food, water, shelter materials, and medical aid.
5. Ensure that relief distribution is carried out in a fair, transparent, and accountable manner.
6. Work closely with affected communities to understand their needs, concerns, and priorities.
7. Facilitate community participation in the planning and implementation of response projects.
8. Use data and feedback to make necessary adjustments and improvements to the project.
9. Collaborate with government agencies, other NGOs, and relevant stakeholders to leverage resources and expertise.
10. Prepare regular progress reports and documentation of project activities and outcomes.
11. Maintain accurate records of project expenditures and ensure compliance with financial procedures.
12. Ensure the safety and security of project staff and beneficiaries during response operations.
13. Comply with all safety protocols and guidelines in the field.
14. Develop and implement livelihood restoration programs to support affected families in regaining economic stability.
15. Introduce income-generating activities and vocational training opportunities.
16. Develop and implement livelihood restoration programs to support affected families in regaining economic stability.
17. Introduce income-generating activities and vocational training opportunities.

18. Implement monitoring and evaluation mechanisms to assess the impact and effectiveness of rehabilitation projects.
19. Use data and feedback to make necessary adjustments and improvements to the project.

31 MAY 2020 – 30 JUN 2022 Sheikhupura, Pakistan

### **PRODUCTION OFFICER READY GO. PVT LTD**

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1. Conduct regular quality checks and inspections to verify the accuracy of ingredient proportions and product specifications.
2. Collaborate with the Quality Assurance department to identify and address any quality issues.
3. Maintain accurate inventory records of raw materials and finished premix products.
4. Monitor stock levels and coordinate with the procurement team to ensure an adequate supply of ingredients.
5. Ensure compliance with food safety standards and regulations, including HACCP and GMP guidelines.
6. Prepare regular reports on production performance, quality metrics, and inventory status.
7. Supervise the premix Raw Material, bread production line, cake production line, hot kitchen staff, pastry production line, oven line operations, and packing line operations, and also coordinate with the production team.
8. Monitor production schedules to meet daily production targets and customer demands.
9. Implement and enforce safety protocols for a safe working environment.
10. Train and develop production staff to enhance performance.
11. Identify opportunities for process improvement and efficiency gains.
12. Ensure the proper mixing, baking, and decorating of cakes.
13. Conduct quality checks on bread, Burgers, buns, checks, and other items to maintain consistent cake quality.
14. Monitor food preparation to meet quality and presentation standards.
15. Ensure compliance with food safety and sanitation regulations.
16. Set and monitor baking and cooking temperatures and times for different food products.
17. Ensure proper loading and unloading of ovens and rotation of products for even baking.
18. Set and monitor packing procedures to meet specific product requirements.
19. Ensure proper labeling and coding of packed products for traceability.
20. Conduct regular quality checks to verify the accuracy and integrity of packed items.
21. Planning and organising production schedules
22. Assessing project and resource requirements
23. Organizing relevant training sessions.
24. Organized repair and routine maintenance of production equipment.

15 OCT 2017 – 29 OCT 2018 Bahawalpur , Pakistan

### **FOOD SAFETY TRAINEE OFFICER PUNJAB FOOD AUTHORITY**

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1. Investigate allegations of foodborne illness (otherwise known as food poisoning)
2. Inspect or audit a food business' food safety practices
3. Investigate complaints about labeling and product misinformation
4. Educate and provide businesses with advice on correctly following food safety law and food standards
5. Give advice on how to develop and improve food safety systems in compliance with food production and labeling requirements
6. Monitor compliance with or investigate breaches of food safety legislation
7. Commence enforcement action through improvement notices, prohibition orders, penalty notices or prosecutions
8. Taking samples of foods products from various places, seizing hazardous food products, inspection of any suspicious food production premises, issuing notice for any hazardous food products or raw materials, destroying them, and acting against the producers, distributors
9. Created spreadsheets using Microsoft Excel for daily, weekly, and monthly reporting.
10. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
11. Used critical thinking to break down problems, evaluate solutions, and make decisions.

15 JUN 2017 – 14 OCT 2017 Ahmad Pur East , Pakistan

### **MASTER TRAINER STAR FARM PVT LTD (METRO CASH & CARRY)**

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1. Collaborate with the project team to design and develop training programs tailored to the needs of farmers.
2. Identify relevant agricultural topics and learning objectives for each training session.
3. Conduct training sessions for farmers on various agricultural practices, including crop cultivation, soil management, pest control, and water conservation.
4. Utilize innovative teaching methodologies and participatory techniques to engage farmers effectively.

5. Deliver practical demonstrations and hands-on training to enhance learning outcomes.
6. Conduct needs assessments to understand the specific challenges and requirements of the farmers.
7. Gather feedback from farmers to identify areas for improvement in training programs.
8. Build the capacity of local trainers and extension workers to support ongoing farmer education initiatives.
9. Conduct training of trainers (ToT) programs to enhance the skills of trainers.
10. Collaborate with local communities and farmer groups to promote participation in training programs.
11. Facilitate farmer engagement and foster a learning culture among the farming community.
12. Maintain accurate records of training sessions, participant attendance, and evaluation results.
13. Prepare regular progress reports and share insights with the project team.

15 JUN 2016 – 30 SEP 2016 Lahore , Pakistan

**INTERNSHIP STUDENT SHEZAN INTERNATIONAL PVT LTD**

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1. Assist in the production process, including preparing ingredients, operating machinery, and packaging finished products.
2. Collaborate with production teams to ensure smooth workflow and adherence to quality standards.
3. Participate in product sampling and quality control checks.
4. Support R&D activities, including conducting tests, experiments, and data collection.
5. Assist in developing new beverage formulations and flavor profiles.
6. Document and analyze results to contribute to product improvements.
7. Assist in monitoring and evaluating the quality of raw materials and finished products.
8. Help in maintaining hygiene and cleanliness standards in the production area.
9. Assist in inventory management by monitoring stock levels and replenishing supplies as needed.
10. Participate in marketing and promotional activities, such as product tastings and events.
11. Maintain accurate records of production activities, test results, and other relevant data.
12. Prepare periodic reports and presentations to share internship experiences and findings.

● **EDUCATION AND TRAINING**

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4 NOV 2018 – 15 JUN 2023 Lahore , Pakistan

**MPHIL FOOD SCIENCE & TECHNOLOGY** University of Engineering & Technology

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**Address** G T Road Lahore , 54000, Lahore , Pakistan | **Website** [www.uet.edu.pk](http://www.uet.edu.pk)

3 NOV 2013 – 13 JUN 2017 Bahawalpur , Pakistan

**B.SC( HONS) AGRICULTURE** Islamia University of Bahawalpur

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**Address** Bagdad ul Gadeed Campus , Bahawalnager Road Bahawalpur , 63100, Bahawalpur , Pakistan |

**Website** [www.iub.edu.pk](http://www.iub.edu.pk)

1 AUG 2011 – 23 SEP 2013 Bahawalpur, Pakistan

**INTERMEDIATE (F.SC MEDICAL)** Government S.E College Bahawalpur

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**Address** University Chock , 63100, Bahawalpur, Pakistan | **Website** [www.gsec.edu.pk](http://www.gsec.edu.pk)

1 SEP 2008 – 4 AUG 2010 Rahim Yar Khan , Pakistan

**MATRICULATION ( SCIENCE)** Government S/S Sardar Ghar

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**Address** Rajanpur Road , Sardar Ghar, 64200, Rahim Yar Khan , Pakistan | **Website** [web.bisebwp.edu.pk](http://web.bisebwp.edu.pk)

● **LANGUAGE SKILLS**

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Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	C1	C1	C1	C1

## ● **DIGITAL SKILLS**

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### **Communication skills**

Assertiveness | Active Listening | Good listening skills | Nonjudgmental Attitude | Open-mindedness | Cross-cultural Communication | Empathy | Verbal/Non-verbal communication | Presentation Skills | Confidence

### **Organisational / managerial skills**

Leadership | Decision Making | Analytical Skills | Ethical and Social Responsibility | Time Management | Flexibility and Adaptability | Continuous Learning | Communication | Problem Solving | Financial Management

### **Continuous Learning**

Data Entry and Management | Microsoft Excel | Basic Computer Proficiency | Microsoft PowerPoint | Spreadsheets | Internet Browsing | Ability to Work Under Pressure | File Management | Web Conferencing | Email Communication | Microsoft Word

### **Other skills**

Teamwork | Creativity | Flexibility | Responsibility | Motivated | Google Docs | Collaboration

## ● **ADDITIONAL INFORMATION**

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### **DRIVING LICENCE**

**Driving Licence:** A2

**Driving Licence:** B

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*I am excited about the opportunity to contribute my skills, knowledge, and passion to a dynamic and forward-thinking organization. I am confident that my experiences and dedication make me a valuable asset to your team. Thank you for considering my application. I look forward to the possibility of discussing how my qualifications align with your organization's goals in an interview*