

# Hayat Mahamud Sabbir

(Lawful Permanent Resident – Open to Relocation)

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## Professional Summary

- Quality Compliance Auditor with 5+ years of experience in quality management, auditing, and process improvement within FDA-regulated and aerospace environments.
- Proficient in conducting internal and external audits, managing CAPA, and ensuring compliance with FAA Part 21, EASA Part 21, AS9100, ISO 9001, and ISO 14001 standards.
- Skilled in developing and maintaining Quality Management Systems (QMS), authoring SOPs, and leading business process management and continuous improvement initiatives.

## Certifications

- ISO 9001:2015 Quality Management System Lead Auditor, CQI IRCA Certified
- ISO 45001:2018 Occupational Health and Safety Management System Lead Auditor, CQI IRCA Certified
- Aviation Internal Auditor Certification by Bangladesh Airlines Training Center (BATC)
- Maintenance of Air Start Unit, Guinault SA, France
- cGMP Validation Practices and SOP Training, Beximco Pharmaceuticals
- Maintenance and Quality Training on ground handling (3 weeks), JAL Airtech, Japan

## Skills

- Quality Management Systems
- Internal Auditing
- CAPA Management
- EASA/AS9100 Compliance
- Risk Assessment
- Process Improvement
- SOP Development
- Root Cause Analysis
- Safety Management System

## Professional Experience

### Sales Associate

*The Home Depot*

*Jun 2025 – Present*

*Richardson, TX*

- Ensured compliance with company standards, safety, and operational procedures during customer interactions and inventory management.
- Conducted quality checks on products and addressed discrepancies through collaboration with supervisors.
- Trained new associates on SOPs and best practices, supporting efficiency and compliance.
- Documented customer feedback and contributing to continuous improvement.

### Deputy Manager, Maintenance (Ground Support Equipment)

*Biman Bangladesh Airlines*

*Jan 2021 – Apr 2025*

*Dhaka, Bangladesh*

- Led internal audits and inspections of ground support equipment, ensuring compliance with OEM, AS9100, and aviation regulatory requirements.
- Facilitated external audits by regulators and customers, documenting findings and implementing corrective actions.
- Conducted pre-delivery inspections of Ground Support Equipment at Oshkosh AeroTech (USA) and Guinault SA (France), ensuring quality and compliance with specifications
- Developed and maintained QMS procedures and training aligned with AHM and EASA Part 21 standards.
- Introduced 5S Kaizen methodology with Japan Airlines, improving compliance, workplace organization, and efficiency.
- Initiated and monitored CAPAs, performing root cause analysis to resolve non-conformances and enhance process reliability.
- Coordinated cross-functional teams to harmonize processes and comply with quality and environmental standards (ISO 14001).

### Validation Officer

*Beximco Pharmaceuticals Ltd. (FDA-approved)*

*Jan 2019 – Jan 2021*

*Dhaka, Bangladesh*

- Conducted internal audits of quality systems, ensuring compliance with FDA 21 CFR Part 11, GAMP 5, and ISO 14644-1 standards.

- Authored and executed IQ/OQ, FAT, SAT, and DQ protocols for critical systems (HVAC, BMS, WFI), maintaining audit-ready documentation.
- Updated QMS procedures, including SOPs, VMPs, and traceability matrices, supporting process standardization and audit readiness.
- Investigated deviations, led CAPA implementation, and ensured timely closure of quality issues.
- Performed risk assessments (FMEA) and thermal mapping, ensuring compliance with regulatory and customer requirements.

### **Project Engineer**

*Tritech Building Services Ltd.*

*Feb 2018 – Jan 2019*

*Dhaka, Bangladesh*

- Commissioned HVAC systems, ensuring compliance with specifications, quality standards, and customer requirements.
- Reviewed URS, design documents, and vendor test reports to support quality assurance and regulatory audits.
- Coordinated cross-functional teams to ensure timely project delivery and compliance with client standards.
- Recommended process improvements and supported change management initiatives.

### **Education**

#### **B.Sc. in Mechanical Engineering**

Islamic University of Technology, Gazipur, Bangladesh (CGPA: 3.39/4.00)

*Dec 2011 – Dec 2015*