

Andrej Novak  
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**PROFILE:**

A Senior Quality Assurance Technician with a wide range of experience in the food industry. Able to work on own initiative and as part of a team. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives. First-class analytical, design and problem solving skills. Dedicated to maintaining high quality standards.

**MAJOR ACHIEVEMENTS:**

- Saved the company 500,000 SKK a year by implementing a new quality assurance system.
- Increased the acceptance level of finished goods from 96% to 99%.
- Achieved BS5750 for the production line by rewriting the company's quality assurance procedures.
- Solved major quality assurance problems which temporarily halted production.

**EXPERIENCE:**

1992 - present                      Senior Quality Assurance Technician, GEPO FOODS LIMITED (Bratislava, Slovakia)

Gepo Foods manufacture biscuits under the brand name Manu at their Bratislava's factory. Responsibilities and achievements:

- Managed all quality assurance in Gepo Foods' Bratislava factory and reported directly to the Factory Manager.
- Managed a team of 6 people; assigning them tasks, and motivating them to meet deadlines.
- Demonstrated the quality assurance procedures to customers on factory visits.
- Performed Quality Audits at the factory.

1989 - 1992                      Quality Assurance Technician, GEPO FOODS LIMITED (Bratislava, Slovakia)

- Created computer applications with the help of a programmer to monitor the factory environment.
- Analysed the quality assurance system and made recommendations for improvements. These were incorporated into the current quality assurance system.
- Examined equipment in the factory to check that it met the company standards.
- Investigated new equipment installed in the factory to make sure that it would comply with quality assurance procedures.

1986 - 1989                      Research Technician, SURRET FOOD PRODUCTS LIMITED  
(Kosice, Slovakia)

Surret Food Products manufacture a wide range of grocery products. Responsibilities:

- Formulated new product lines and conducted the relevant laboratory experiments.
- Performed a study of the shelf life of various canned foods.
- Tested new products to check that they met EEC guidelines for bacteriological content.
- Conducted a survey on packaging.

1985 - 1986                      Plant Operator, SURRET FOOD PRODUCTS LIMITED  
(Kosice, Slovakia)

Worked on the production line at the canning factory. Responsibilities:

- Operated the canning machinery producing tinned fruit and vegetables.
- Solved and fixed any production line problems with the help of the service engineer.

#### **TRAINING COURSES:**

Various courses including: Quality Assurance, The BS5750 Quality Approach, Team Leadership I & II, Time Management, Report Writing.

#### **QUALIFICATIONS / EDUCATION:**

Degree (BSc. eqv.) in Biochemistry at the Slovak Technical University, Bratislava (1985).

Specialization on Mathematic, Biology, Chemistry.

#### **PERSONAL DETAILS:**

Date of Birth: 24th February 1964.

Marital Status: Single.

Driving License: Full, clean.

#### **INTERESTS / HOBBIES:**

Football, Grand Prix racing, physical fitness - gym.

#### **REFERENCES**

References available upon request.