



|   |                             |  |   |   |   |  |
|---|-----------------------------|--|---|---|---|--|
| Profile Score<br>  |                             | <br>Helping you to search best jobs & talent since 2002!<br><b>APPLICATION FORM - RENEWAL REGISTRATION</b><br><b>NOVEMBER-2014</b> |   |   |  |  |
| Date <u>11/11/2014</u>  |                             | CV No <u>872172</u>  |   | Recent Photograph   |   |  |
| Profession / Specialty  |                             | <u>Production Manager</u>  |   |   |   |  |
| Industry / Projects   |                             | <u>Swede dream Furniture &amp; Mattress</u>  |   |   |   |  |
| Nationality   |                             | <u>Pakistan</u>  |   | Place of Birth / City of Origin   |   |  |
| Gender  |                             | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female   |   | Marital Status  |   |  |
| Religion  |                             | <u>Islam</u>   |   | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated  |   |  |
| Languages   |                             | Mother Tongue <u>Urdu</u>  |   | Other Languages <u>English, Punjabi</u>   |   |  |
| Qualification   |                             | <u>B.Com.</u>  |   |   |   |  |
| Gulf Experience   |                             | <u>2</u> Years <u>2</u> Months   |   | Total Experience <u>20</u> <u>20</u> Years <u>2</u> Months  |   |  |
| Gulf Driving License  |                             | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   | Do you have own car? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |  |
| Visa Validity Date  |                             | <u>06-M-11-Y 2016</u>  |   | Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent |   |  |
| Employment Status   |                             | <input type="checkbox"/> Employed back in Home Country   |   | <input checked="" type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed   |   |  |
| Last Salary Drawn   |                             | Currency <u>AED</u> Value <u>10000</u>   |   | Last Salary Verified  |   |  |
| Expected Salary   |                             | Currency <u>AED</u> Value <u>12000</u>   |   | <input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract   |   |  |
|   |                             | <input type="checkbox"/> Salary Increment Letter   |   | <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement  |   |  |
| How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input checked="" type="checkbox"/> 1 Month <input type="checkbox"/> _____                    |                             |  |   |   |   |  |
| Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input checked="" type="checkbox"/> Yes _____   |                             |  |   |   |   |  |
| Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____  |                             |  |   |   |   |  |
| Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____  |                             |  |   |   |   |  |
| What is the reason for your Job Search? <u>Better Improvement</u>   |                             |  |   |   |   |  |
| How many jobs you have applied so far? <u>No</u>  |                             |  | How many interview calls you have received so far? <u>Not any</u> |   |   |  |
| What is your talent? Describe in detail.<br><u>I am the Production manager in Swede dream Furniture Co and I am controlling here factory Production, Purchasing, Maintenance and other work to factory related Quality control, Safety, ISO</u> |                             |  |   |   |   |  |
| PCL Certificate   | Gulf Experience             | High Academic Scores - Mark Sheet  | Worked 2+ yrs with employer                                       |   |   |  |
| Fitness Certificate   | Gulf / Intl Driving License | Post Graduate & Above Education  | Promoted in Previous Job  |   |   |  |
| IT Literacy   | Arabic Proficiency          | On Job Training Certificates   | Awards or Appreciation  |   |   |  |
|   |                             | IELTS Proficiency  | Experience Verified   |   |   |  |
| Bonus Score   | + Gulf Score                | + Education Score  | + Experience Score  |   |   |  |
| Based on documents verified by our HR Assistants the candidate has achieved total score points of   |                             |  |   | = Total Score <u>2</u>  |   |  |

DOB – October 1<sup>st</sup> 1967

Dubai:

### **Objectives**

I have over 18 years of experience as the Logistics' Manager for a Multi National Company. I am a hard working individual who is an excellent team leader and motivator, someone who is not afraid to try new management practices.

My aim is to work as a Logistics' Manager for a group or an organization that would provide me with an environment that is dynamic in nature and professionally challenging. My aim is to get the best result in the shortest possible time.

### **Professional Experience**

- ▶ **Distribution Manager, 2003 - Current**
  - ▶ I handle primary and secondary sales of Karachi and for all over Pakistan
  - ▶ I handle negotiations with Warehouse Managers, Supervisors and Transporters as well as third party factory managers
  - ▶ As a Distribution Manager I dealt with Third Parties and Back of Factory (BOF) dealings
  - ▶ I am currently managing 5 Fateh Ali Chemicals Ltd. (FCL) Karachi, Lipton Tea Factory Karachi, Pakistan Cosmetics Products Karachi, United Detergent Lahore, Asil Lahore
  - ▶ Currently responsible for brands like Surf Excel, Sunsilk Shampoo, Lipton Tea, Close Up Toothpaste, Fair & Lovely and Ponds creams and others
  - ▶ Trained Groups in-house for Distribution SOP and Processing Maps
  - ▶ Responsible for implementation of Safety procedures according to International Standards
  - ▶ I handle distribution of finished goods
    - ▶ I am currently responsible for Auditing, Calculating and Maintaining finished goods
    - ▶ Carry out Quarterly, half yearly and annual audits of Finished Goods
    - ▶ Managing checkups and physical stock counting
    - ▶ Maintaining stock inventory
    - ▶ Implementation of (First In First Out)FIFO Method for Goods
    - ▶ Management of transportation
      - ▶ Vehicle checking as per safety rules and regulations
      - ▶ Follow-up post dispatch of vehicles
    - ▶ Monitoring production and dispatch plans – making sure at least **95%** of plan is implemented
    - ▶ Making sure maximum goods are dispatched in the minimum time and budget
  - ▶ Responsible for maintaining and monitoring Sales for IMTs and LMTs
  - ▶ Responsible for timely arrangement of Transportation for distribution of goods
  - ▶ Responsible for dealing with complaints from warehouses and maintenance of stocks
  
- ▶ **Production planning, Unilever Pakistan Ltd. (Lipton Tea) 1998-2003**
  - ▶ I was the in-house Auditor for packaging material for Lipton Tea
  - ▶ I helped manage packaging and raw material according to Sales Forecast for Lipton Tea
  - ▶ I was responsible for scheduling, maintaining, monitoring and arranging production plans for packaging and raw materials

- ▶ Conducted weekly meetings with suppliers
- ▶ Managed inventory
- ▶ Responsible for matching daily production plans
- ▶ Responsible for Quality Control (QA)
- ▶ Made sure there were no production losses according to plans
  
- ▶ **Internal Auditor, Brooke Bond Pakistan Ltd. (Brooke Bond Tea) 1996-1998**
  - ▶ I was the in-house Auditor for 18 distribution centers
  - ▶ I have over one and half year of auditing experience
  - ▶ Implemented FIFO (First In First Out)FIFO Method for Goods
  - ▶ Responsible for stacking and stock checking
  
- ▶ **Sales Executive Brooke Bond Pakistan Ltd. (Brooke Bond Tea) 1995 -1996**
  - ▶ I monitored sales of Brooke Bond Tea for the entire region of Karachi East
  - ▶ I was responsible for negotiations with Wholesalers and Retailers
  - ▶ I dealt with sales of Brooke Bond Tea and other edibles
  - ▶ I handled the distribution of sales samples
  - ▶ I maintained and achieved set weekly and monthly targets
  - ▶ I was responsible for collection and management of data from field sources (sales teams)
  - ▶ I was responsible for management of complaints from the field
  - ▶ I monitored and managed all Customer Promotions
  - ▶ I handled the checking of goods according to the demands of market

#### **Achievements and Trainings:**

- ▶ Completed SAP Training from Siemens 2011
- ▶ Certificate of Completion from Unilever in 'TPM in Supply Chain Makigami Analysis Workshop' 2010
- ▶ Certificate of Completion from Unilever in 'Safety101' 2008
- ▶ Completed 'Safety AI-Suba' from Unilever, International office 2005
- ▶ Certificate of Participation from Unilever in 'Team up and Grow II' 2004
- ▶ Certificate of Participation from Unilever in 'MFG/PRO Material Management and Q A Training' 2004
- ▶ Certificate of Participation from Unilever in 'MFG/PRO Overview Workshop' 2004
- ▶ Certificate of Participation from Unilever in 'Effective Communication Skills' 2003
- ▶ Certificate of Achievement from Pakistan Institute of Management for 'Supply Chain Management' 2002
- ▶ Certificate of Achievement from Pakistan Institute of Management for 'Skills In Selling' 1995

#### **Education**

- ▶ Bachelors of Commerce – University of Karachi
- ▶ H.S.C. in Pre-Engineering – St. Patrick's College, Karachi
- ▶ S.S.C. in Science – PRBSS School

#### **Interests**

- ▶ Reading
- ▶ Games
- ▶ Walking
- ▶ Movies