

**Area of Interest: Supply Chain Management/Marketing**



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**CAREER SUMMARY – Objective**

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

**Core Competencies**

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| --- | --- |
|  Logistics | People & Team management |
| Procurement | Analytical & Problem solving ability |
| Warehouse | Inventory Management |

**Professional Experience**

**Organization:** Concord Plastic Industry (U.A.E)

**Tenure:**  Jan 2016-December 2016

**Designations:** **Production Supervisor**

**Responsibilities:**

* Maintain proper inventory levels.
* Manage departmental performance measures, including visual controls and provides regular progress reports to manager and director.
* Track absenteeism and timekeeping.
* Balance quality, productivity, cost, safety and morale to achieve positive results in all areas. Work to continuously improve in all areas.
* Ensure effective employee relations. Provide employee coaching and development. Makes employment decisions. Resolve employee issues through problem resolution.
* Make daily schedule plan for production.
* Look after all the machinery and their maintenance.
* Responsible for Indirect Procurement.

**Organization:** Al-Munira Enterprises

**Tenure:**  Jan 2013-Feb 2014

**Designations:**  **Sales Coordinator**

**Responsibilities:**

* Manufacture promotion item like Caps,T-shirts, Apreal.
* Make company logo’s.
* Dealing with clients , look after Import and export.
* Promoting products on social media.
* Managing the customer relationship.
* Meeting the defined customer from the customer base
* Ensuring customer satisfaction
* Provide customers with product information
* Handling and resolving customer complaints.
* Products samples checking and record keeping of product materials.

**Organization**: AMI Gears

**Tenure:** May 2010-october 2012

**Designation:** **Operation officer**

**Responsibilities:**

* Coordinating with operations staff on delivery status of new shipments.
* Responsible to generate invoices within 24 hours for import Shipment.
* Continuously measure and control warehouse, transport and documentation activities to ensure timelines and service levels are met.
* Responsible to keep a strong follow up on over charged invoices from Origin offices and also to dispute in case if the invoice is not as per SOP sent.
* Communicating with target audiences and managing customer relations

**Academic Education**

 **EXAMINING BODY** **YEAR**

* **MBA (Supply Chain Management)** (SZABIST), Karachi 2015
* **BBA (Hons)**  Institute of Business and Technology (IBT) 2013

**Achievements**

* Various certificates earned for excellence in Sports.
* Nominated as the General Secretary of IBT Student Council
* Awarded as the “Best Member of the year” from IBT Student Council

**communication and interpersonal skills**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**certification/additional skills**

* MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
* English Communication (Completed the course of English level 3 to 6 from Berlitz)
* [SAP® ERP Introduction](https://www.linkedin.com/redir/redirect?url=http%3A%2F%2Fwww%2Eiobm%2Eedu%2Epk&urlhash=YRuq&trk=profile_certification_company_title)
* Certification of TALLY

**major reports/projects**

**Project: Management Practices Survey of Baluchistan Wheels Pvt. Ltd.**

**Description:** Analyze their management practices. How employees are being trained in off job and on job. Analyzing the organization structure.

 **Project:Research on consumer behavior Increasing prices of sugar in Pakistan**

**Description:** Identity the impact on buying behavior of cosumer after increasing the price and what alternatives they bring when prices of sugar get increases. What possibilities would be there in price fluctuation.

**Project :Entrepreneur Business startup plan for Fitness club**

**Description:** We have start a new business which called “Murtaza Fitness Club”. Our target market was youngsters. Creating awareness about fitness in life.

**Role:** Team Lead

**Project: Product launch for Choco-Almond Cookies under the brand Bisconni using Brand Activation Campaign.**

**Description:** We use ATL and BTL activities and go for market research, analyzing competitors strategy and bringing new innovations in packaging.

**Role:** Team Lead

**References will be presented upon request.**