***Azam***

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***C/o- +971503718643***

***An ambitious and hardworking operational manager who has good track in managing the business’s core activities like ( procurements, production, distribution restoration and administration) and having skills in management accounts and management ofhuman resource.***

***I would like to be a good player or mentor of a good team and aim to achieve desired objectives of the entity efficiently with available resources****.*

***Looking for job placement in the following***

* ***Supply chain management (procurements, production, logistics, import & export documentation and customs Clearance)***
* ***Management Accounts (Accounting Software Peachtree, QuickBooks)***
* ***PRO***

**Professional Certification**

* **“Certified Shipping and Freight Forwarding Management Manager”**

***(Phoenix Institute Karama Dubai UAE, Certificationattested by Knowledge and human Development Authority Govt. of Dubai)***

* **“Post Graduate Diploma in Business Management”**

**(*The association of Business Practitioner London, UK)***

***Employment History***

**Operational Manager** (*Started as Production Supervisor*) **BOONE ONE FZE DUBAI** JUNE 2013-PRESENT

BOONE ONE FZE based in Jebel Ali Free Zone, is manufacturing concern deals in non-sterilize textile medical bandages of almost 300 different kinds. Its main operation includes import material from Asia and Europe, manufacture bandages and export to Germany. It also engages in manufacturing cement Band its application in gas and sewerage pipes.

**Operational Manager JANAURY 2015- PRESENTProduction and Warehouse supervisor JUNE 2013- DECEMBER 2014**

**Company Representative Officer**

**Operational Manager**

**Responsibilities regarding Production**

* Responsible for production planning to complete the customer order with efficient use of resources
* Responsible to oversee the production control policies and report directly to General Manager
* Responsibility to oversee and maintaining quality control of products according to the customer technical specification and required standard
* Responsible for planning and making policy for assignment of tasks and leading the production work force and coordination with production in charge
* Responsible to prepare standard production plan and compare with actual production and make analysis of causes of variances
* Responsible for making cost effective production policies without compromising qualityof work and product
* Play a role of a liaison between top management and production team and solve problems face by production staff
* Responsible for reviewing analyzing weekly, monthly and quarterly production reports, raw material consumption reports, packaging material reports
* Responsible for providing production reports with analytical review of each product under production
* Responsible about production time frame reporting and manage any variation
* Responsible to make plan repair and maintenance of production plant and machines on timely basis with the coordination of production in charge
* Responsible for reporting to higher management regarding the physical conditions of plant and machines and regular wear and tear with the coordination of mechanical engineer
* Responsible for making and implementation of production related health and safety policies in accordance with local regulatory authority
* Responsible for resolving issues with external stakeholders in accordance with rules and regulation and update the management about new rules and regulations regarding entity’s business environment

**Responsibility regarding Warehousing and Distribution of Raw Material and Finished Goods**

* Responsible for making and implementing policies regarding receiving, storing of raw material from Europe, Asia and local market semi-finished and fully-finished goods into four warehouses
* Responsible for making and implementing policies regarding distribution of raw material, semi-finished and fully-finished goods into four warehouses
* Responsible for making and implementation of policies on shipping the goods to customers ( export to Germany, Canada)
* Responsible for reviewing and checking the policies implementation of inventory counts in all warehouses
* Responsible for making coordination among warehouse in charge , production in charge and accounts in charge to complete them jobs efficiently
* Responsible to monitor and check the effectiveness of relevant policies and take corrective actions timely
* Responsible for reporting to senior management on warehousing and distribution policies results
* Responsible for making and implementing the health and safety polices in inventory storing facilities
* Responsible for reporting to upper management on timely basis and on ad hoc basis

**Responsibility of managing accounts and Human Reources**

* Responsible for making purchases, sales, and payroll report on monthly basis for management
* Responsible to arrange training and team building for workers and also responsible for resolving grievances from employees
* Responsible for resolving all immigration and other social issues regarding employees

**Responsibility of Company Representative Officer in JAFZA**

* Responsible for managing company affairs with JAFZA, customs and Imdaad
* Responsible for arranging and managing visa related services for company employees

**Assistant Accountant**

**(SJH ACCOUNTANCY Chartered Accountant and tax Consultant UK) July 2010-october 2012**

**Responsibilities**

* Responsible for maintaining expenses account and income accounts of SJH firm
* Responsible for maintain clients management accounts on monthly basis and report to senior accountant
* Responsible for reconciliation of accounts of the clients and make available all relevant information to finalization of accounts for senior accountant
* Responsible for assisting the senior account to prepare and filing tax returns and national insurance contribution
* Responsible to contact with clients and update them regarding tax and local laws
* Responsible for visiting clients place and gather required information
* Responsible to resolve clients financial issues with banks, council and other local authority

***Clients include Private colleges, Security companies, restaurants, Taxi drivers, departmental stores, private clinics, construction builders.***

**Certification**

**ACCA (Part Qualified- pursuing) UK**

**Academic Qualification**

**Graduation in arts (Statistics, Economics) University of the Punjab Pakistan**

**On- job training Courses**

**First Aid Fire Fighting Training Course (*Brigade Fire Training Centre L.L.C Dubai*)**

**Industrial Operation Safety Regulations (Trakhees Accreditation Program Dubai)**

**Computer Skills**

**Good in MS office and internet Browsing**

**Good using of accounting software Tally, Peachtree and alsocan use other accounting software,**

**Language Skills**

**Excellent in English speaking and writing**

**Basic Understanding of Arabic**

**Driving License**

**Date of Issue 25/02/2015**

**Date of Expiry 25/02/2025**

**Place of issue Dubai UAE**

**PERSONAL INFORMATION**

**NATIONALITY PAKISTAN**

**MARITAL STATUS MARRIED**

**DATE OF BIRTH NOVEMBER 12, 1978**