Abdul

Abdul.363246@2freemail.com

##### PROFILE

I regard myself as an enthusiastic, self motivated and adaptable individual who always strives to achieve a very high standard in all work undertaken. I have excellent organisational skills and can adapt quickly to changing requirements. I have a mature and friendly disposition, with the ability to work effectively in a team environment.

##### KEY SKILLS

* IT Literate – Microsoft Office, Internet, Email Applications, Excel.
* Excellent organisational skills with the ability to prioritise work effectively.
* Excellent administrative and people skills.
* Methodical and calm, with the ability to maintain accuracy under pressure
* Linguistic skills – English, Hindi, Urdu

##### EDUCATION / TRAINING

2008 – 2010

HERIOT-WATT UNIVERSITY (Edinburg Business School)

 PGDBM -**General**

2004 – 2007 Mumbai University

Bachelor of Management Studies (BMS) - **Marketing**

Keerti Computer Institute (NACTT Member)

Certificate for meeting requirements in Ms-Office, Internet,

 Email Application.

## CAREER HISTORY :

**Position: Production Merchandiser**

**Millennium Fashions LTD , Saif Zone Sharjah UAE**

**Date: January 2017 till date.**

 ***Role and Responsibilities:***

* internal & external communication,
* price negotiation
* Sampling,
* Lab dips,
* Sourcing fabrics, accessories & trims
* Preparing internal order sheets,
* Advising and assisting production,
* Advising quality department about quality level,
* Mediating production and quality departments,
* Giving shipping instructions and following shipping,
* Helping documentation department,
* Taking responsibility for inspections and
* Following shipment.

**Position: Merchandiser production**

**Company: Honest Garments Mumbai India**

**Date: January 2011 to December 2016**

***Role and Responsibilities:***

* **Direct communication with the customers to meet their required order.**
* planning for the lines (manpower, machine and styles)
* Giving instruction to the line supervisors
* Line performance analysis (efficiency, man to machine ratio, cost/pieces) and plan for Continuousimprovement.
* Coordination with the suppliers e.g. fabric supplier, other required raw material suppliers
* Taking main role in PP meeting
* Looking after job works (such as printing, embroidery, garment dying etc)

 And taking decision on selection vendors for job work.

* Planning for Overtime work
* Meeting with buyers (customers)
* Deciding rate for piece rate employees (sewing, thread cutting, pressing etc.)
	+ internal & external communication,
	+ Sampling,
	+ Accessories & trims,
	+ Preparing internal order sheets,
	+ Preparing purchase orders,
	+ Advising and assisting production,
	+ Advising quality department about quality level,
	+ Mediating production and quality departments,
	+ Giving shipping instructions and following shipping,
	+ Helping documentation department,
	+ Taking responsibility for inspections and
	+ Following shipment.

**Position: Team Lead and Visual merchandising**

**Company: Abercrombie and Fitch London**

**Date: October 2008 to December 2010**

***Role and Responsibilities:***

* **Generate orders, calculate and count stock in order to maintain the retail cycle.**
* **As a job along with the MBA, implement core business strategies and values essential for the smooth running of the business**
* **Manage the Associates to complete their given work in most efficient manner.**
* **Manage overall stock room and sales floor.**
* **Train new associates in all possible ways.**
* **Allocate right job to right person so that task can be done in allocated time.**

**Position: Fabric checking and stock supervisor**

**Company: Aqueel textiles India**

**Date: June 2007 to August 2008**

***Role and Responsibilities:***

* To work in a high-pressure, productivity-based environment where deadlines are critical as a manufacturing firm.
* To handle the team in the absence of the Assistant Manager.
* To check the production process, maintain the stock and handle with the orders of the buyers.
* Calculate associates salary on their individual production contribution to the firm.

***Achievements:***

* Responsible for the **development of the team** through constant feedback and counselling.
* Single point of contact between the team and upper level management counterparts to resolve customer/employees issues.
* Conducted and participated in various team events / activities for motivating the team members.
* Trained new recruits who are constantly achieving quality targets above 90%.
* Conducted refresher courses with underperformers, counselled and gave feedback

**PERSONAL DETAILS:**

**Marital status:** Married

**Driving Licence:** India (manual)

## INTERESTS / EXTRA CURRICULAR ACTIVITIES

* Horse riding
* Photography
* Travelling.