

# RESUME

## Muhammad Umer Saleem

**Address:** Ward No.3, House No.P-24, Samundri, Distt. Faisalabad.

**Cell #:** +92-310-7595556

### **OBJECTIVE**

*I want to enrich my knowledge and abilities to serve on the higher-level position and want to work in the challenging environment to become a beneficial employee for the organization.*

### **PERSONAL PROFILE**

• Father's Name	:	Muhammad Saleem Alvi
• Date of Birth	:	20/08/1988
• NIC No.	:	33105-9319916-3
• Religion	:	Islam
• Marital Status	:	Single
• Domicile	:	Faisalabad (Punjab)
• Nationality	:	Pakistani
• Languages	:	English, Turkish, Urdu, Punjabi

### **ACADEMIC QUALIFICATION**

- Matriculation
- Intermediate

### **COMPUTER SKILLS**

- 03 months Diploma in Office Management.

### **EXPERIENCE**

- **02-year & continue experience as PPC Executive at Afrozeh Embroidery (2021 to till date)**
  - Taking product orders from production & arrange products from market weekly bases.
  - Communication with market to arrange required product ASAP.
  - Stock taking every month.
  - Keep an eye on production daily bases and arrange accessories according to the article
  - Daily submit production report with their specific stages.
  - Daily update fabric stock report.
  - Daily entries of fabric in and issue to production party wise.
  - Submit daily bases fabric stock report.
  - Prepared daily bases paper work of fabric inward and issuing report in excel and on physical registers.
  - Forward advance production sheet according to party provided cutting.
- Responsible daily, provide production per shift, for ensuring proper Production placement and graphic sew-out as requested on grid sheets and shown on color copies.
- Responsible for correct production and accurate recording onto Embroidery paperwork.
- Responsible for exceptional cleanliness of Embroidery machine sewing areas. All areas are to be clean prior to shifts' end.

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- Responsible for communicating any issues regarding individual embroidery machine heads and logo placement on garments.
- Responsible for maintaining Production Average stitch per machine and quality.
- View every single machine activity on daily bases.
- Prepare production report according to stitches & rate.
- Finalize daily billing report according to production report and show actual profit.
- Cross check production stitches according to fabric QTY to make sure that worker cannot show or write extra stitches to take fake stitches advantage.
- Arrange daily bases meeting with masters to make production above the average.
- **02-years' experience as Production Manager at Hunbul Tex (2019 to 2020)**
  - Manage In house Machine and its Operation
  - Manage Production and its Timeline
  - Controlling quality issues
  - Knowledge of Production, Thread & other material consumption
  - Wastage control on raw material
  - Make plan for effective Embroidery Production & planning.
  - Order status monitoring & regular schedule meeting with masters, thread store & marketing for order planning.
  - Building relationship with merchandising department & production people for smooth embroidery operation.
  - Ensure the accurate & optimal capacity planning, while ensuring cost reduction & increased profitability.
  - Manage production planning & floor production staff and scheduling of raw material to meet production schedules.
  - Always be updated on production status whether it is meeting the production plan or not, if not then make a root cause analysis and give quick solution for a smooth operation.
  - Close relationship with operational teams to ensure on time delivery of products & optimal utilization of equipment & manpower.
  - Reviewing production plan with capacity & strength along with ensuring timely shipment target.
  - Review supply chain management for smooth raw materials receives
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- **02-year experience in supply chain at Bio Mark Pharmaceutical (2017 to 2019)**
  - Developing procurement strategies that are inventive and cost-effective.
  - Sourcing and engaging reliable suppliers and vendors.
  - Negotiating with suppliers and vendors to secure advantageous terms.
  - Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
  - Building and maintaining long-term relationships with vendors and suppliers.
  - Approving purchase orders and organizing and confirming delivery of goods and services.
  - Performing risk assessments on potential contracts and agreements. .
  - Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
  - Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
  - Preparing procurement reports.

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- **02 years' experience as Assistant Accountant at Hunbul Embroidery. (2015 to 2017)**
  - Working in Oracle and Excel.
  - Prepare Invoices & Auditing stores and keep it maintaining.
  - Basic Accounts including reconciling statements issuing repeat invoices, sending statements, etc
  - Prepare monthly salary sheets and bonus sheets.
  - Prepare daily Production sheet in excel & oracle.
  - Communication balance with production and marketer.
  - Maintain accounts physically and digitally.
  - Month closing and year closing
- **01-year experience as Thread Store Incharge at Lala Embroidery. (2014 to 2015)**
  - To coordinate with Production & Purchase for material arrangement.
  - To coordinate with concern department and quality team for timely inspection against received goods.
  - Reporting on inventory activities and variances.
  - System knowledge oracle and legacy.
  - Strong excel and system command.
  - Knowledge of store management.
  - To ensure material availability with the coordination of Production department.
  - To create indent and forward to purchase department for PO.
  - To coordinate with supplier for material delivery on time.
  - Timely and accurate recording of Inventory.
  - Good Command on store operations.

## DECLARATION

- Team working.
- Good Communication Skills.
- **I hereby declare that the above mentioned information is true to the best of my knowledge and can be referred if necessary.**