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| |  | | --- | | Contact Information  A-472 Gulshan-e-Hadeed Phase 2 Karachi Bin Qasim-49  +92343-5628983  amirzada23@gmail.com  Job Sought   * Supply chain, Logistic, * Warehouse, procurement, * MTO Officer, Admin Work   Achievements   * Work on project Value   Stream Mapping (VSM)  Skills   * Ms Office, internet surfing * Enterprise tools * Ability to work under pressure * Focus on J.D * Targets and Goal Oriented e.t.c | | |  | | --- | | AMIR ZADA |  |  | | --- | | Summary | | To work in a conductive learning environment where I can fully utilize my talent and applied knowledge to achieve efficiency and strive to promote the status of organization and to improve myself. |  |  | | --- | | Work Experience | | Finance Executive 2013 – 2015  Rasch Private Limited   * Branch petty cash handling on daily basis with posting entries. * Finalize the vendors maintaince bills and reported to head office   at the end of month and do payments through cheques also.   * At the end of Month make staff and drivers salaries and   Disburse salaries to drivers also.   * Ensure data is entered into the system. * At the end of month reporting to head office Bank Reconciliation   Statement of Branch Accounts.   * Make PV and JV in software. * Make diesel credit sheet of tank lorries regarding petrol pumps. * Cash handling also regarding petty cash.   Line Manager 2012 – 2013  Rubatech Manufacturing Company   * Ensure to monitor effective implementation of all company policies. * Develop departmental policies. * Ensuring that production targets are met as defined by   Production Management.   * Prepare OEE Reports and submit to Production Manager daily. * Ensure related documents on line are effective and being filled. * Coordinate with supervisors to ensure availability of material,tooling   and any other resources that may needed to achieved targets.   * Ensure on time and quality production on all Extrusion lines. * Coordinate with Production Managers and Supervisors to receive   daily production targets.   * Inform Production Manager in case of any disruption plan. * Effectively implementation of Japanese 5’s system. * Ensure Kaizen efforts are efficiently managed. * Effective Utilization of available manpower and material resource. * Attend and participate in daily production schedule & weekly issues. * Attend and participate problem resolving issues and negotiation. * Employee grievance handling and settlement of dispute. * Build employee and management relationships. * Preparation of Value Stream Map of current state for Lean system   and report to Operation Director.   * Work on special projects as assigned by Operation Director & Plant   Manager.  Qualiy Controller 2010-2012  Yunus Textile Mills   * Regarding production to keep quality effectively. * Before Production made sample piece according customer   requirement and match with approval piece and then  start production otherwise informed to concerned quality  and marketing persons.   * Coordinate with Quality Incharge and Marketing Persons   regarding new order.   * Follow IOC and prepare quality reports and submit to   Quality Incharge.   * Inform Quality Incharge or Manager in case of any disruption   to production. |  |  |  |  | | --- | --- | --- | | Education | | | | Master of Business Administration  Dadabhoy Institute Of Higher Education  2015 | Supply Chain 3.0 CPGA |  | |  |  |  |  |  |  | | --- | --- | | Languages | | |  |  |   English, Urdu and Pashto   |  |  | | --- | --- | | Personal Information | | |  |  |   Father Name: Shamsuddin  Date of Birth: 18-03-1988  Nationality: Pakistan  Religion: Islam  Gender: Male  Marital Status: Single  NIC # 42501-9140832-7   |  |  | | --- | --- | | Reference | | |  |  |   Will be furnished upon request.   |  |  | | --- | --- | | COVERING LETTER | | |  |  |   **The Manager H.R.**    Objective: To pursue my career with full dedication and utilize my talent passionately and professionally.    I would like to offer my services. Although I am active, & bound to find scope for my initiative and creativity.    I am enclosing my Curriculum Vitae giving details, which may suit your requirement for the mentioned job in your company.  Looking forward to a positive response.  Yours Sincerely,  AMIR ZADA |