

Curriculum Vitae



PROFILE

MUHAMMAD IMRAN KHAN S/O SARDRAZ KHAN

House # 1050, Green Town,

Karachi ,PAKISTAN.

Cell # 0333-2323710

Date of Birth 03rd of April 1980

Un-Married

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OBJECTIVE

Positions in Management where my education, experience, capabilities and skills can contribute in achieving the goals of Top-management.

CAREER SUMMARY

Worked in diversified areas of manufacturing business/industries with more than 17 year experiences as factory/projects Administration, Security & Operations.

Possess good interpersonal skills with a good analytical approach, ability to adopt and learned from seniors and provide positive feed backs. Manage resources effectively and efficiently. Experience of assisting top management in carrying out their assignments in Project Management establishing the business portfolios. Also Involved operationally in multi projects installations and commissioning including expansions and up gradations of facilities. Maintain good friendly relation at both peer and senior level.

Administration & Security

- Look After Repair n Maintenance of Plant and Assets.
- Direct and manage procurement of administrative equipments and supplies, ensuring quality, cost effectiveness and selection of suitable suppliers
- Look After SHE department with Start of the Art Fire Fighting System and a team to deal Disaster Management
- Established Security Compliances and Policies. Monitor Security equipped with IP based CCTV network with state of the Art Control Room with LAN & WAN access & supervise all security related matters for entire mill.
- Look after House Keeping and Hygiene to the international standards.
- Air-conditioning and Chilling of Plant, Machines and Offices
- Co-ordinate with Govt. Authorities including S.E.S.S.I, E.O.B.I., Education Cess, K.M.C., Fire Brigade & Civil Defence and Directorate of Labour.
- Manage Vehicles and Transport matters including Contractors/Repairs/Maintenance
- Manage network of communication with Digital PABX.

Functions/Corporate Department

- Control Refund claims from Government with regard to Sales Tax, Rebate, & R&D
- Deal with Revenue & Taxation Authorities such as Excise & Taxation
- Manage Imports & Clearance
- Co-ordinate with Exporting & Trade Bodies such as Export Promotion Bureau (EPB) & Trade Development of Pakistan (TDAP)
- Manage making/renewals of Passport, CNICs (ID Cards), Driving Licences, Airport Protocol Passes, Memberships of various re-creational organizations such as Gymkhana, Golf Club, Country Club, etc.
- Manage Travelling and Visa arrangements along with Hotel reservations etc
- Co-ordinate with business Associations like KCCI, FPCCI, SITE Association, SITE Limited, PCMA, APTMA etc.
- Manage Compliance Department that adhere and ensure company rules and regulation, also responsible to carry out internal audits and manage certifications for EMS, QMS Social Compliances. Also carried out successful buyer audit by complying each buyer's code of conducts.

Human Resource

- Manage HR sole activities includes Hiring/Firings/Trainings/Development/ etc:
- Managed Recruitment Management System
- Manage Payroll Management Systems including Payroll, Daily Wages & Pieces rate payment system on monthly and fortnight basis.
- Manage Leave Management System
- Develop and Update HR manual
- Organize interviews and Finalize Selection.
- Deals all Labour Union matter, Working Council Matters, Legal Affairs and Court Proceedings with Labour Directorate and Civil Courts.
- Organize recreational activities and events that maximize the performance and retention of the employees with the company.
- Arrange trainings for employees at both in-house and outsource channels to keep them updated.
- Manage Medical facility & authorizations for all employees & workers, co-ordinate panel of Hospitals.

CURRENT EMPLOYEMENT

Artistic Denim Mills

Manager Admin & Security

Since November of 2019 to Date:

Head of Department: Admin & Security.

Mount Fuji Textile Limited

Manager Admin & Security

Since 9th October of 2018 to October 2019:

Head of Department: Admin, Security, EHS & Services.

Gul Ahmed Textile Millis Limited

Head of Admin & H.R

Since 1st July of 2015 to September 2018

Head of Department: Admin, Inventory & Human Resource (Pay Roll, Hiring / Firing,).

Union Export (Pvt.) Limited
Head of Admin, Security & H.R

Since 19th of February 2015 to June 2015:

Head of Department: Admin, Security & Human Resource.

Lucky Tex Pakistan (Pvt) Limited
Head of Admin & Security

Since 1st of September 2006 Jan 2015:

One of the Leading Home Textiles Exporters of Pakistan having a complete Vertical Unit and capable to Weave, Process/Print & Stitch with all the front and back process capabilities. The capability of self-power generation with the capacity of 3.2MW makes the unit most reliable and competent in delivering the orders well on time.

Head of Department of: Operations, Human Resource Administration, Functions & systems.

Home Furnishings Limited
Manager Administration

Since 1st of April. 2001 to 31st August 2006

To manage the security supervision, deal about Bus and Canteen Contractors, and direct co-operative dealing with supervisors and workers, responsible for all management related matters.

As Internal Auditor

To inspect / manage financial activity with CFO as internal Auditor.

ACADEMIC QUALIFICATION

- ✓ **Master of Economics** from university of Karachi
- ✓ **Bachelor of Commerce** from University of Karachi.
- ✓ **Intermediate Science (Engineering)** from Intermediate Board of Karachi.

COURSES / CERTIFICATE

- ✓ Leadership Qualities / Styles.
- ✓ Accident / Incident Management.
- ✓ First Aid & Fire Safety.

COMPUTER LITERACY

- ✓ **Two Year Diploma in Computer Science.**
- ✓ MS Office (MS Words, Excel & Power Point)
- ✓ Microsoft Project 98.
- ✓ Communication (Can Configure & Set-up communication links for Internet, all audio & visual communications)
- ✓ Microsoft Windows 95, 97 , 98 & XP.
- ✓ Windows NT Service Pack IV