

K.KATHEEF UMMAR

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Work Experience

- **Account Manager , TOP PRINTERS Doha ,Qatar**

October 2014-Till date

- Introducing the company and its products to new customers.
- Sourcing, authoring and editing high quality marketing content.
- Working closely with Media Sales, PR and CRM teams.
- Executing both online and offline marketing activities.
- Monitoring and analysing competitor performance.
- Administering a marketing budget.
- Developing relationships with media partners.
- Engaging with key influencers on social media.
- Responding to enquiries from prospective customers.

- **Work scope**

- Finding potential clients thru the website and telemarketing and etc ...,
- Going for a client meeting to introduce our company service
- Getting the requirements, and giving the quotation and follow-up with clients for approval.
- Once getting PO, once the client provides ready to print artwork will process for samples in digital, once the client approved the sample and giving instruction to production to start the work
- And keep on follow-up in production.
- And delivering the product on time to the client with good quality
- And keep on follow-up with clients for payments

- **Familiar with below products , like a consultant to the clients**
 - **Offset printing**
 - Business card with different specification
 - Office stationery printing items
 - Annual reports
 - Schools books
 - Leaflets, flyers and brochures
 - Promotion items
 - **Digital printing**
 - Customized leather and PU products, Corporate gift items ,Engraving work ,Metal signage
 - Vehicle graphics ,Photo, frames ,
 - Acrylic works ,Custom display products
 - Screen printing ,Textile printing
 - Custom shaped cutouts, Identification cards
 - Back lit,Duratrans
 - Display floor, Graphics billboards
 - Event signage ,Canvas
 - Trade show banners, Window graphics
 - Sticky note pads,
 - **Carpentry and signage**
 - Kiosk/booths
 - Event stands
 - Custom products
 - Signage
- **Executive-Sampling production, K H EXPORTS INDIA PVT, LTD,(leather Goods Division) Chennai.**

June 2011- October 2014

- Promoted as a Executive-Sampling production from Production Line Supervisor
- Supervising and tracking records of more than 40 Employees.
- Following the samples and ensuring that it is done within the specified timeline.
- Communicating and escalating problems with the Product Engineer, Product Developer, and Pattern Maker about the samples.

- Weekly meetings with the clients for any sampling issues and confirmation approvals.
- Reporting my Manager about sample making productivity
- Responsible for day to day and monthly planning activities
- Maintaining a good client relationship and good client feedback.
- Escalating technical issues in regards to sample.
- Quality check with the samples and motivating the trainees in order for better production.
- Preparing business plans with my Superiors for successful production in the company.
- Maintaining the inventory tracing report, indent tracking report, Stock report etc for budgetary and strategic review to enhance the business of the company.
- Conducting weekly and monthly report meeting with the employees about strategy planning.

▪ **Production Line Supervisor ,K H EXPORTS INDIA PVT LTD ,(leather Goods Division), Chennai.**

July 2009 - May 2011.

- Supervising more than 30 employees in my production line.
- Strategy planning on weekly and monthly basis for the employees.
- Shipping the product within the client's timeline thereby ensuring that the plan is completed within the deadline.
- Responsible for all the activities dealt from manufacture till packaging of the product.
- Maintaining a track record of the products.
- Meeting the regular target as planned by the Management.
- Experience in AMS (Automated Machine Stitching) – for efficient working.

EDUCATION

- **B.B.A Business administration with Third Class (July2009toJune2012 in correspondence course) from University of Madras, Chennai.**
- **Diploma in Leather goods fabrication with First Class Division(Course period -June 2008toJuly 2009) from Central Leather Research Institute (C.L.R.I) , Adyar ,Chennai.**
- **Foundation of Auto cad with 'A' grade from CADD Centre, Porur, Chennai.**
- **Diploma in computer application 'A' grade from S.I.I.T, Poonamallee , Chennai .**
- **HSC with 50% from GBHSS , Ranipet.**

STRENGTHS

- ✓ Ability to adapt quickly to any kind of work environment and to be a good team player.
- ✓ The drive to learn throughout and the conscious quest to learn from everyone.
- ✓ Got good sense of responsibility, highly inquisitive, creative, resourceful, and dedicated towards work.
- ✓ Excellent communication skill in addition to good written and spoken skills in English, Tamil, Urdu, Hindi

PERSONAL DETAILS.

Father's Name : K. Khader Mohideen.
Mother's Name : P. A. Noor Jahan
Date of Birth : 01/ January /1990
Marital Status : Married.
Birth Place : Ranipet
Mother Tongue : Tamil.
Languages Known: English, Hindi and Urdu.
Experience : 13 years

I believe that the above mentioned details are true to my knowledge.

Katheef Ummar. K