

Expertise

SAP & Oracle	Data Analysis	Capacity planning	Master Scheduling Mgt
Material master Mgt	Inventory Management	Material reservation Mgt	inbound & outbound Mgt
Mass processing	Dashboard reporting	Process Orders Mgt	Decision making
Vendors Mgt	PR & POs Mgt	Logistic & Planning Mgt	Leadership & teamwork
Odoo_ERP	Material posting Mgt	Innovative thinking	Sale Tax & Income Tax
SQVI_reporting	Strong Follow-up	Complex problem Skill	Ledgers & Reconciliation

Professional Experience

Senior Officer Planning

- Macter International Limited
- July 2021 – Present
- Weekly ensure production floor plan of VVR, OSD, Liquid etc., with their determined production capacity.
- Determine manpower, equipment and RM/PM materials needed to cover production demand Vs Market demand.
- Ensure Samples coverage with all products to meet market demand.
- Ensure institutional/stamping or others export orders deliveries on time on the basis of materials availability.
- Daily Strong follow-up with procurement on the behalf of materials' arrival status to leverage production lose & ensure production streamline
- Daily maintain Exports' order/stamping sale order sheet by coordination of procurement department
- To maintain plant E-40 production scheduled sheet along dashboard analysis between Sale orders Vs Production order, pending sale order Vs shortages of ingredients
- To work on material mass processing, LSMW for creating of multiple materials codes.

Officer Planning

Macter International Limited

Feb 2019 – June 2021

- Determine manpower, equipment and RM/PM materials needed to cover production demand.
- Daily monitoring products status report/MPS with coverage days on basis of forecast & materials availability.
- Coordinate with the respective RM and PM purchase department for the dispatches of pending raw material and packing material for smooth business operations.
- Daily coordination with production's areas to update compliance report between planned Vs actual production with Operational remarks.
- Weekly ensure production floor plan of Specified area with their determined production capacity.
- Ensure institutional or others export orders deliveries on time on the basis of materials availability.
- Providing process orders FG, SFG, reworking orders, physician sample as Scheduled in production floor plan.
- Keep on coordinating with concern depart for any amendment in process orders like lots revision, potency etc.
- Coordinating Tolls' clients for any pending GRNs, Inventory, materials consumption & products' availability etc.
- To maintain vendors Master Management, materials Master Management, any Purchase requisition, any Inventory adjustment/Posting & Manufacturing part number in SAP raised by departmental requested/an instructed manager

- Monthly update reports existing inventory with shelf life, Inventory days, Trend forecast Vs sale, Ageing summary & Pending comparison PR Vs POs etc.,

Officer Account

Hashawni Group of Companies
Nov, 2017 – Feb, 2019

- Daily generate sale invoices according B2B & B2C & coordinating with sale team any amendment in orders
- To adjust any returns stocks, shelf rent deducted from the side of customers into the respective customer s' ledger.
- Daily book keeping of each cash and bank transition along reconciliation statement or customers' ledgers
- Daily update inflow & outflow Inventory Management & reconcile by outsource warehouse
- Half of the month updates customers' ledger reconciliation with recovery team
- Monthly prepare Annexes report, sale incentive, sample deliveries, Stock return, summary report between Sale Vs inventory, expense Vs revenue with graphically

Training & Certification

Purchase intern

Pfizer Pakistan limited
June, 2017 – August, 2017

Management Trainee

Oceanic Star Line private limited
Oct, 2016 – Feb, 2017

Academic Qualification

MBA - Supply Chain Management
Mohammad Ali Jinnah University Karachi
GPA 2.87, 2016- 2017

BBA - Supply Chain Management
Federal Urdu University Science & Technology
GPA 3.08, 2011-2015

Intermediate in Pre- Engineering
Pakistan Ship-owners Government College
Grade B, 2008-2010

Matriculation in Science
Sir Syed memorial public Secondary School
Grade A, 2008

Activities & Hobbies



Reading



Personal Branding



Gardening



Traveling



Playing & Gaming



linguistic



Brain storming

Reference

Available upon request