

Permanent Residence : Mardan, KPK – (Open to Relocation)

Secondary Address : Karachi West – (Open to Relocation)

Professional
Summary

Dynamic Operations and Supply Chain professional with hands-on experience in factory operations, production coordination, inventory control, SAP reporting, internal audits, and cross-functional team coordination within manufacturing environments. Skilled in managing production workflows, operational reporting, stock reconciliation, and interdepartmental communication to improve operational efficiency and support management decision-making. Strong communication abilities with proven coordination across Production, Accounts, IT, Admin, Stores, and Management departments.

Education

Abdul Wali Khan University, Mardan
BS Political Science
2019 - 2024 —

Government Higher Secondary School Mardan, KPK
HSSC (Pre - Engineering)
2017 - 2019 —

The Unicom School Mardan, KPK
SSC
2015 - 2017 —

Government Technical & Vocational Center Mardan, KPK
Diploma In Information Technology
2020 - 2021 —

Experience

IHSAN Sons (Pvt) Ltd – Lahore Mar 2026 - Present
Management Trainee Officer (MTO) – Operations

- Key Responsibilities:
- Generated daily production reports for paper & fabric operations.
 - Reconciled production memos, material consumption, & waste reports.
 - Maintained inventory and stock records.
 - Coordinated with Store for material issuance & stock updates.
 - Prepared Daily Production Reports (DPR) for management & departments.
 - Coordinated directly with the IT department to ensure accurate SAP data entry, system record updates, and official reporting via Outlook.
 - Maintained attendance, overtime, & time office records.
 - Conducted monthly internal audits of stock & production data.
 - Verified opening & closing stock with Head Office audit teams.
 - Prepared monthly production & performance reports for management.
 - Coordinated with Accounts, IT, Admin, Stores, & Plant Management.
 - Maintained online reporting, Excel sheets, & email-based communication.
 - Managed cross-functional coordination & operational reporting.

Cotton & Cotton International Private Limited – Lahore Feb 2024 - Dec 2025
Assistant Manager – Factory Operations

- Key Responsibilities:
- Managed complete factory operations including production planning and execution.
 - Improved production workflow efficiency through effective planning and coordination across production, maintenance, and store departments.
 - Supervised full production process from raw material receiving to finished goods.
 - Prepared and implemented daily production plans with production teams.
 - Monitored raw material usage, output, and wastage control.
 - Handled daily production reporting and submitted reports to head office.
 - Conducted monthly internal audits with stock verification and production analysis.
 - Maintained production, stock, and dispatch records.
 - Coordinated with external vendors and transporters for timely delivery of raw materials and dispatch of finished goods, ensuring smooth production flow and minimal operational delays.
 - Supervised labor workforce, attendance, and shift management.
 - Managed payroll support including salary sheets and attendance summaries.
 - Operated weighbridge system for incoming/outgoing materials.
 - Coordinated logistics, dispatch, and material movement.
 - Supervised maintenance coordination and breakdown handling.
 - Ensured SOP compliance, safety standards, and operational discipline.
 - Liaised with head office for reporting and audit compliance.

Key Responsibilities:

- Managed POS billing system for cafeteria sales and customer orders.
- Handled cash, card, and manual payment processing.
- Generated invoices and maintained transaction records.
- Maintained menu items, pricing, and tax-based billing systems.
- Ensured accurate billing and cash collection per order.
- Prepared daily sales reports and cash summaries.
- Performed cash reconciliation and end-of-day balancing.
- Assisted customers and coordinated order delivery with kitchen staff.
- Maintained secure cash handling and financial records.
- Reported daily cash flow and sales performance to management.

Skills

- SAP ERP (Data Entry, Reporting & Stock Updates).
- Microsoft Excel (Advanced Reporting, Data Analysis).
- MS Office Suite (Word, PowerPoint, Outlook).
- Production Planning & Factory Operations.
- Inventory Control & Stock Reconciliation.
- Logistics Management & Vendor Coordination.
- Internal Audits & Compliance Verification.
- ERP Coordination & Operational Reporting.
- Payroll Support & Attendance Management.
- POS Billing System & Cash Handling Operations (Invoices, Payments & Daily Cash Reconciliation).
- Business Communication & Official Documentation.
- Time Office Records & Team Coordination.
- Workflow & Cross-Functional Coordination
- Customer Service & Relations.

Languages

English , Urdu, Pashto