

OBJECTIVE:

“To join a progressive group / organization having potential of career advancements and professional growth, where I could use of my skills to effectively manage resources i.e. Man, Materials & Machines for the optimum benefits of individual and the organization.”

PROFESSIONAL EXPERIENCE,

Freelance Working in Sales & Marketing Period: Sep, 2019 to till today

Reporting: Directly to Director –

Responsibilities

- Travelling international at customer doorstep.
- Creating collection following latest trends
- Open below customers



Manager Business Development / Marketing Manager Period: Nov, 2018 to Aug 2019

Reporting: Directly to Director –

Depart: Sales Promotion

Responsibilities

- Travelling international as Brand Ambassador
- Working for sales promotion,
- Working to get nomination for Global Brands.

Swiss Pro Manufacturing Co.

Director Operations Period: March 2018 to Oct, 2018

Reporting: Directly to Director –

Depart: Managing full factory set up

Responsibilities

- Controlling complete factory set up
- Attending meeting with Customers
- Daily meeting with all managers maintaining all running Orders.
- Managing weekly payments
- Managing all logistics matter with ordering with Logistic managers

- Hiring and Firing
- Managing production planning sheets, leather & Material Order places well in time
- Production follow-up –
- Negotiate and adjust prices according with target prices
- Coordinate with Manager Production on accommodating production from leather inquiry to final shipment with the delivery date.
- Coordinate with all departments individually e.g. (Purchase, Export, Import, & etc).

Pak Future Industries:

Marketing Executive **Period: Sep 2016 to Feb, 2018**

Reporting: **Directly with Directors –**

Depart: **Marketing / Merchandising**

Responsibilities

- Creating Collections season wise.
- Travelling to Customer for increase sales. (did 3 European visits on this period)
- Manage All Merchandising Depart with 2 senior Merchandisers monitoring all major and minor issues.
- Ensure responsible for sampling follow-up and submission – proto / testing / SMS through my team.
- Ensure that production planning sheets, leather & Material Order places well in time
- Production follow-up –
- Ensure that all PP Samples / App Samples / Shipment Samples manage timely.
- Ensure Testing submission as per the international Law for leather export
- Looking after ordering / arranging import accessories – use for order / sampling
- Checking and approval for shipment and shipping docs follow-up
- Ensure Preparation & submission of pre job Costing
- Negotiate and adjust prices according with target prices
- Coordinate with Manager Production on accommodating production from leather inquiry to final shipment with the delivery date.
- Coordinate with all departments individually e.g. (Purchase, Export, Import, & etc).



VIP
GROUP

VIP Wears (PVT) LTD.

Manager Marketing with Merchandising **Period: April, 2013 to Aug, 2016**

Reporting: **Directly with Directors – (Tannery / Garments / Finance)**

Depart: **Marketing / Merchandising**

Responsibilities

- Creating Collections season wise.
- Travelling to Customer for increase sales.
- Manage All Merchandising Depart with 5 senior Merchandisers monitoring all major and minor issues.
- Ensure responsible for sampling follow-up and submission – proto / testing / SMS through my team.
- Ensure that production planning sheets, leather & Material Order places well in time
- Production follow-up –
- Ensure that all PP Samples / App Samples / Shipment Samples manage timely.
- Ensure Testing submission as per the international Law for leather export
- Looking after ordering / arranging import accessories – use for order / sampling
- Checking and approval for shipment and shipping docs follow-up
- Ensure Preparation & submission of pre job Costing
- Negotiate and adjust prices according with target prices
- Coordinate with Manager Production on accommodating production from leather inquiry to final shipment with the delivery date.
- Coordinate with all departments individually e.g. (Purchase, Export, Import, & etc).



NOVA LEATHERS (PVT) LTD.

Manager Merchandising

Period: 2010 to March, 2013

Reporting: Directly with Directors – (Tannery / Garments / Finance)

Depart: Marketing

Responsibilities

- Ensure email correspondence with customers (Collections / SMS / orders)
- Ensure responsible for sampling follow-up and submission – proto / testing / SMS through my team.
- Ensure that production planning sheets, leather & Material Order places well in time
- Production follow-up –
- Ensure that all PP Samples / App Samples / Shipment Samples manage timely.
- Ensure Testing submission as per the international Law for leather export
- Looking after ordering / arranging import accessories – use for order / sampling
- Checking and approval for shipment and shipping docs follow-up
- Ensure Preparation & submission of pre job Costing
- Negotiate and adjust prices according with target prices
- Coordinate with Manager Production on accommodating production from leather inquiry to final shipment with the delivery date.
- Monthly Stock taking.
- Coordinate with all departments individually e.g. (Purchase, Export, Import, & etc).

Brands: In Spain Zara, Bershka, Stradivarius, Massimo Dutti, Mango, Cortefiele, El Corteingles,

In France Promod, Camaieu, Celio, Etam, Jules,

In USA / Canada Danier Leather, Wilson, Giii, App Group (Mackege & Soia & kyo), CMT sourcing and Boutique Of Leather.

In Germany Esprit / C & A (Man's – Ladies) / P & C (REVIEM – Jake's - McNeal) / Best Connection / ETC via German Importer Frontline Leather Fashion

In Italy Garpaiele, Clevin Clin, Also handled some Uk and USA brads also.

GM – Garments

Period: 2007 to 2009

Reporting: Director – Garments

Departs: Merchandising and Production)

Responsibilities

- Control complete stitching unit for 350 machines (from Inquiry to Shipments)
- Manage Production style Meeting for all units.
- Preparing and submit all Costing before starting Production.
- Preparing different costing reports e.g. (department, process, Head counts, others.
- Coordinate with Manager Merchandiser and Production Manger on accommodating production inline with the delivery date.
- Forward the approved wages rate e.g. (Cutting, Stitching, fussing, quilting, washing & etc) to administration for payments process.
- Responsible for getting approval from GM or Director if there is any amendment in the wages rate of the garments production process.
- Submit monthly reports as directed by Senior/higher management, against purchase and production.
- Inform production cutting the leather avg after verification on each single lot issued to production for cutting to enable them to have targeted avg.
- Monthly Stock taking.
- Coordinate with all departments individually e.g. (Purchase, Export, Import & etc) to finalize the costing.

- All other different works advice by senior management time to time, for cost effectiveness and control.

Achievements:

1. Successfully implementation of Style meeting before starting production in garments section.
2. Marketing trips almost 30 visits to almost all European destinations
3. Submission of pre production costing.
4. Control on Leather cutting avg in production.
5. Proof-reading of PS accordingly to production approved sample.
6. Control on thread consumption accordingly to the garment requirement.



NOVA LEATHERS (PVT) LTD.

LEATHERS

As a Senior Merchandiser

Period: 2005 and 2006

Responsibilities

Over this period of time I get experience in Leather Garments and Leather manufacturer **Nova Leathers (Pvt) Ltd.**, as a **senior Merchandiser** enables me to do the following:

- Complete correspondences directly with Customers and starting negotiating future orders and claims
- Attending meetings with them on their visits
- Scrutiny of LCs
- Scrutiny if export documentation (**Invoice, AWB, Packing list GSP & etc**) on **CAD, DA, LC and Advance payment** basis.
- Booking of the shipment to the cargo agent.
- Coordinate with the nominated forwarder regarding shipment.
- Coordinate and send shipment related information to customer.
- Follow up and update till the shipment arrived to the destination.
- Follow up of payment from Bank and as well as from Customer.
- Arrange payments for import Accessories.
- Monthly reporting and updating of the orders.
- Making and Follow up of shipment schedule, accordingly their delivery dates on daily basis.

As a Merchandiser

Period: 2000 – 2004

Over Four years experience in Leather Garments and Leather manufacturer **Nova Leathers (Pvt) Ltd.**, as a **Merchandiser enables** me to do the following:

- Complete correspondences directly with Customers
- Attending meetings with them on their visits
- Maintaining Orders
- Controlling sampling flow
- Costing
- Implementation of cost effective measures
- Coordination with middle and lower lever management
- Managing Sample order to production
- Maintaining Purchase Orders
- Controlling overall Procurement operation flow
- Liaison with clients
- Liaison with local & foreign suppliers
- Procurement of local & imported accessories
- Material management
- Generating reports regarding sampling & production
- Analysis of stock and daily consumption

As Assistant to Merchandiser

Period:1994 – 1999

Responsibilities

- Maintaining trims against sample as well as order (Running production)

- Making planning sheet against order and follow up.
 - Filling all the records according to customer standard.
 - Maintaining reports regarding sample shipments
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EDUCATION

<i>B Com</i>	K.U
<i>F. Sc.</i>	Board of Intermediate Education
<i>Matriculation</i>	Board of Secondary Education

COMPUTER SKILLS/KNOWLEDGE:

- Proficient in Microsoft Windows Me/2000
 - Proficient in Microsoft Office 2000/XP (All Products)
 - Familiar with Web Designing
 - Know-How of Java language
 - Familiar with Networking concepts
 - Familiar with Single-user and Multi-user environment
 - Can setup Application & system software
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PERSONAL

Father's Name	Mr. Aqeel Ahmed
Date of Birth	12-July-1974
N. I. C. No.	42501-1549131-1
Marital Status	Married
Domicile	Karachi

INTERESTS & ACTIVITIES

Reading Quran and Islamic information's

REFERENCES

Available on Request
