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**Objective**

Achieve position in the field of “Production operational Management, Marketing and procurement” where I demonstrate my skills with the aim to do something for betterment.

**Experience**

My professional work experience of 13 years at AMIN STEEL MILLS (PVT)LTD, UNISONS Steel Solutions (PVT) LTD, Pakistan Steel Mills and Qadri Brothers (PVT)LTD key responsibilities of each assignment describe below.

**May 2021-Present: Factory Controller at Amin Steel Mills (PVT)LTD.**

Amin Steel Mills consists of three induction furnaces for steel melting each having 3 M ton capacity per heat and plant design on 180 M ton per day production of cast Billet on CCM, where I closely supervise sales, purchase and production operations duties and responsibilities**.**

* Manages all operations and establishes production priorities based on the production schedules furnished by Supply Chain & Materials department. Production areas include melting, steel poring, casting processing and Metallurgical Lab activities.
* Coordinate with local scrape suppliers for procurement of local scrape from market, evaluate scrape by pictures and physical visit according to required quality of production
* Evaluate quality and quantity of scrape, closely coordinate with suppliers for negotiation and report to director regarding quality, quantity and negotiated price
* After approval from director make contract agreement with supplier coordinate finance department for payments and make arrangements of transportations, loading and ensure payments after materials weighment and recheck it on company weighbridge and unload in specific pile and take quality report of that scrape from lab
* Ensure all scrapes pile up in respective piles and make composition recipe according to required grade of steel like Sr-24 and SUP-9 etc.
* Promotes continual improvement initiatives and monitors product quality, process capabilities and various quality performance indices to ensure products comply with relevant governing standards and specifications.
* Continually reviews manpower utilization and recommends adjustments in labor force and staffing needs (in conjunction with production schedules) to optimize the melt performance and sections efficiencies. Measures results against budgets and takes appropriate actions to correct weaknesses and inefficiencies.
* Implement cost savings ideas and projects. Liaisons with all departments to collectively seek new innovative methods or application that will result in product, efficiency and productivity improvement.
* Deals effectively with disciplinary procedures and coordinates efforts with the administration department, ensure all hourly and salaried employees interact and perform their tasks
* Supervise marketing team regarding sales of product and introduce new customer and make arrangement for their visit for satisfaction and ensure that production will be according to customer requirement and ensure calibration of spectrometer on time
* Ensure random third-party inspection of samples to cross check spectrometer efficiency
* Supervise and manage all sections working like ladles, tundish, mechanical, Electrical/ Electronics, Melting, casting, lining, utilities, Stores, Human resource, Procurement and security etc. and ensure that all sections working proper and effectively

**May 2018- April 2021: Assistant Manager (procurement), UNISONS Steel Solutions (PVT) LTD:**

UNISONS steel solutions providing end to end solutions in steel industry regarding consultation, engineering solutions and supply chain management where my responsibilities are searching of suppliers, evaluation of suppliers according to products and services, coordination with suppliers for techno commercial quotations, negotiations with suppliers regarding price and contracts, ensuring that purchases are cost-efficient and of high quality and prepare suppliers performance record,

* Source out new supplier/ vendors according to requisite items and evaluate its authenticity
* Maintain record of all suppliers and their product ranges according to product category
* Check suppliers company certifications and maintain its contact details
* Manage and evaluate purchase request, impose inquiry number and coordinate with trust worthy suppliers for quotations, collect at least three quotations from different suppliers
* Evaluate, examine and compare these quotations, Draft one suitable quotation and forward to customer
* Coordinate with supplier and customer for negotiation till quotation finalize and collect Performa invoice from supplier and forward to customer for acceptance,
* Closely coordinate with suppliers and customer for negotiation and removing quarries arises in contract till finalization of Performa invoice and sales contract agreement
* After acceptance of Performa invoice and sales contract agreement, closely coordinate with supplier and customer regarding all techno-commercial quarry
* Collect LC draft from customer, after thoroughly checking forward to supplier for comments and reservation, closely coordinate with customer and supplier till finalization of LC draft and handed over final LC draft from supplier to customer for LC establishment
* Collect copy of established LC from customer, share with supplier and ensure advance payment to supplier according to agreed terms and conditions of LC and collect shipment schedule from supplier
* After receiving “Notice of readiness “from supplier coordinate with customer for third party inspection if needed as per agreed terms and conditions of LC
* After receiving inspection report from customer coordinate with supplier or customer for arrangement of vessel through shipping company for shipment as per terms and conditions
* Collect list of containers with items wise pictures and video of each container with shipment number and acquire shipping documents, verification, removing quarries, examination, after satisfaction and approval of customer ask supplier to submit documents bank to bank and acquire DHL number for customer and self-tracking purpose
* Closely coordinate with customer and his clearing agent observe vessel movement and closely monitor retirement of documents for timely clearing of shipment as well as arrangement of transportation and ensure visit of port if needed as well as closely coordinate with insurance company in case of any claim
* Maintain and update supplier information such as qualification, delivery times and product ranges etc.
* Continually reviewing, comparing and analyzing products and services to be purchased

**January 2017-April 2018: Incharge, Central Maintenance Department, Pakistan Steel Mills (PVT) LTD:**

CMD is set up to meet the requirements of spares, repair of assemblies and reclamation of various jobs of different departments. This complex consists of 1 Foundry & Pattern Shop (F&PM) where castings of Iron, steel and non-ferrous are produced based on the projection of customer departments. 2. Mechanical Repair and Heat Treatment (MR&HT) where various spares like Gears, Shafts, Crusher liners, hammers, machined castings and fabricated jobs are made. In addition to the manufacturing spares, assembly and repair jobs like gear boxes, Crusher, bearing housings, heat treatment, Rebuilding, machining, welding as well chrome plating carried out.3 Power Equipment Repair Shop Mechanical (PERS-M) where impellers, pumps, Recuperates, Exhausters, Heat Exchange Boilers, ventilations, valves and Fans manufactured and repair carried out as well as industrial and domestics air conditioning repair carried out 4. Forge &Fabrication Shop (F&F), preparation of raw materials for shafts, coupling flanges, gears etc. and also of forge shapes such as crusher hammer heads, V -hooks, drill rods as well as fabrication of equipment’s parts like ladle, tanks etc. carried out. 5. Metallurgical Equipment Repair Shop (MERS). responsible for PPM and capital repair of production units as well as emergency maintenance 6 Rubberizing Shop repair conveyor as well as rubberizing of tanks, Rollers etc.

* Ensure the development of tactical plans to pursue targeted goals and objectives.
* Overseeing daily operation of various shop working under the department
* Coordinate management to departmental heads and executives.
* Evaluating performance, productivity and improve operations
* Researching and identifying areas of improvement
* Generating Reports and providing feedback on undergoing operations.
* Ensure the overall quality and standards of the department offerings.
* Designing strategies and maintenance plans
* Reduce or eliminate people-related barriers to productivity through conflict resolution, issues management and training/development of area personnel.
* Provide solutions to issues and emergencies whenever arise.
* Coordinate with the operations department and arrange preventive and capital Repair maintenance schedule
* Monitor and record maintenance parameters and bring-in changes wherever necessary.
* Working closely with shops in charges as well as shift supervisors to ensure maintenance handovers are effective
* Supervises installation and maintenance of all equipment used in production. Sets up and maintains inventory controls and levels to confirm with budgets and forecasts.
* Directs preparation of cost control reports, cost estimates and staffing and facilities requirements forecasts.
* Performs other related duties as assigned by management.

**March 2015 -January 2017: Head of Department, Foundry Shop,**

 **Pakistan Steel Mills (PVT) LTD:**

* Manages all operations and establishes production priorities based on the production schedules furnished by production planning and control department. Production areas include pattern making, Sand Mixing, core making, molding, melting, iron poring, casting processing, Fettling, cleaning, Heat treatment, and inspection and Metallurgical Lab activities.
* Promotes continual improvement initiatives and monitors product quality, process capabilities and various quality performance indices to ensure products comply with relevant governing standards and specifications.
* Continually reviews manpower utilization and recommends adjustments in labor force and staffing needs (in conjunction with production schedules) to optimize the foundry and melt performance and departmental efficiencies. Measures results against budgets and takes appropriate actions to correct weaknesses and inefficiencies.
* Implement cost savings ideas and projects. Liaisons with other departments to collectively seek new innovative methods or application that will result in product, efficiency and productivity improvement.
* Deals effectively with disciplinary procedures and coordinates efforts with the administration department. Enforces that all hourly and salaried employees interact and perform their tasks in accordance to the provisions of the labor/union contract.
* Closely monitors results of all quality surveillance audits (ISO agencies, internal and external) and ensures timely corrective actions.
* Assist the plant controller in establishing of departmental budgets and ensures that the plant’s management is kept thoroughly informed on condition of foundry manufacturing equipment, and in general, to produce required products.
* Coordinates procurement of foundry and melt materials, consumables etc. through the purchase and stores department.
* Performs other duties as assigned by the Management

**May2013 -March 2015:  Incharge, Zonal Sale Office Gujranwala (Marketing) Pakistan Steel Mills (PVT) LTD:**

* Closely and continually Coordinate with dealers, consumers and analyze international trends and prepare comprehensive report of market demand and forward to production planning and control department for making production plan according to market
* Coordinate with customers and take appropriate orders of production and make arrangements for contract with them and continually coordinate with management for production of required grade and quality to fulfill the order after notice of readiness coordinate with customer for delivery order and remove hurdles during lifting of product by customer
* Achieves marketing and sales objectives by contributing marketing and sales information and recommendations to strategic plans and reviews time to time to full fill marketing target
* Maintain customer services standard through better communication, resolving problems and determine system improvement and implement change
* Closely coordinate with consumers, analyze national and international market trends and generate daily, weekly and monthly market intelligence report containing competitors’ actions and solutions and introduce new products according to market demands
* Meets marketing and sales financial objectives by forecasting requirements, preparing an annual budget, analyzing variances and initiating corrective actions.
* Accomplishes marketing and sales objectives by planning, developing, implementing, evaluating advertising, trade promotion programs and developing field sales action plans.
* Identifies marketing opportunities by identifying consumer requirements, defining market, competitor's share, and competitor's strengths and weaknesses, forecasting projected business and establishing targeted market share.
* Sustains report with key accounts by making periodic visits, exploring specific needs, anticipating new opportunities.
* Provides information by collecting, analyzing and summarizing data and trends.
* Closely coordinate with new customers motivate and introduce them in market by offering dealership evaluate performance report of customers
* Make arrangements for social media, print media and digital media marketing and present advantage of organization quality product
* Introduce new incentive policy, encourage and facilitate customers through different policies of organization
* Closely coordinate with customer in case of quality issue, visit and visualize product and resolve issue according to policy for satisfaction of customer

**June 2011- May2013: Section Head, Bulk Material Department (procurement) Pakistan Steel Mills (PVT) LTD:**

* Manage and coordinate with production planning and control department (PP&C) department for preparation annual procurement plan and sourcing out best suppliers for procurement all over the world for iron ore, coal, Mn ore and ferro alloys etc.
* Float tender and motivate trust worthy suppliers to participate in it and resolve their quarries
* Coordinate with suppliers and members of tender opening committee and make arrangement for meeting in a sophisticated and conducive environment and ensure that every member must participate in and tenders will be open in front of all and take signature of each member on technical and commercial proposals
* Make arrangements for meetings of technical evaluation committee (TEC) and commercial evaluation committee (CEC) and generate minutes of meetings containing acceptations and rejections of technical proposals on logic and strong grounds in a positive manners and issue letter of intent (LOI)
* Perform all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of contracts in a best interest of organization
* Coordinate with suppliers for Performa invoice and establish LC after negotiation on final agreed draft according to terms and conditions of contract
* Closely coordinate with suppliers and shipping for laycan periods and arrangement of vessels and for loading cargo and make arrangements for third party inspections at loading port
* Collect pictures of cargo at loading and continually track vessel and coordinate with suppliers for submission of documents bank to bank and acquire DHL number for tracking
* Closely coordinate with shipping, clearing and forwarding departments and PPC department for tracking, clearing of goods from port and make arrangements for shifting goods from port to organization yard.
* After shipment arrived at organization coordinate with quality control department and user’s department for inspection as well as other department’s for maintaining documents of that shipment for further processing
* Coordinate with supplier in case of rejection for left back or settlement in case of penalty and after clear it coordinate with account department for release of payment or bank guarantee or retention money
* Make arrangements and working with trust worthy suppliers on long terms contracts and Coordinate with them according to scop of goods procurements, negotiate and settled quarries with them
* Negotiate contracts with suppliers to obtain best techno commercial opportunities and identify cost reduction opportunities to achieve financial goals.
* Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends.
* Identify areas for improvement to continually drive performance and business results and review current processes for procurement and make recommendations where appropriate.
* Performs other duties as assigned by the management and deeply study and analyze international market and follow PPRA rules
* Deeply study and follow import and tax SROs and consult with Law department and finance department and tackles litigation dispute

**August 2009 – May 2011: Production Engineer, Qadri Brothers (PVT)LTD.**

* Manages all operations and establishes production priorities based on the production schedules furnished by Supply Chain & Materials department. Production areas include pattern making, Sand Mixing, core making, molding, melting, iron poring, casting processing, Fettling, cleaning, Heat treatment, and inspection and Metallurgical Lab activities.
* Promotes continual improvement initiatives and monitors product quality, process capabilities and various quality performance indices to ensure products comply with relevant governing standards and specifications.
* Continually reviews manpower utilization and recommends adjustments in labor force and staffing needs (in conjunction with production schedules) to optimize the foundry and melt performance and departmental efficiencies.
* Assist the General Manager in establishing of sections budgets and ensures that the plant’s management is kept thoroughly informed on condition of foundry manufacturing equipment, and in general, to produce required products.
* Coordinates procurement of foundry and melt materials, consumables etc. through the purchase and stores department

**Education**

* **B.SC (M.M.E) 2005-2009**

*Specialization: Metallurgy and Materials Engineering*

*CGPA: 3.42*

*College of Engineering and Emerging Technology, University of the Punjab*

**Computer Skills**

* MS Office
* Internet & Email

**Interests & Hobbies**

* Newspapers, Current Affairs, Debating, Book Reading, History