

Ahmad Hussain



R-85 Railway Housing Project 7, Block-
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SUMMARY

- Nationality: Pakistan (Kashmir)
- Current Location: Karachi Pakistan
- Current Position: Programmer (PPC)
- Institute: R. Hassan Ali MJ-Textile
- Profile: Male, 41, Married

WORK EXPERIENCE

Worked with R. HASSAN ALI, M.J TEXTILE from Feb 2021- Jan 2022.

Position: as a Programmer in Dyeing

Working with R. HASSAN ALI, M.J TEXTILE from Feb 2022 to till date

GRIEGE STORE AND YARN STORE as a Manager.

Responsibilities

- Yarn Store Record keeping.
- Grieg Store Record keeping.
- Program Receiving and Computer Entry.
- Program Card Preparation, Keir Planning and Issuance of Grieg for process.
- Grieg Stitching Detail Card Preparation and Filing.
- Grieg Fabric Sample Collection for Lab Testing,
- Billing Loaders and Stitching Man.
- Process Card A, B Preparation,
- Update Keir detail for Owner,
- Floor Status Preparation and Analyses of Daily Process Reports.
- Analytical Report of Daily Process.
- Response to Parties.
- Preparation of Pending Program List for keir Planning.
- Preparation of Keir In and Out Detail Register,
- Preparation of Grieg Receiving Register.

Aug 2015 – 2020

Chief Foods Rawalpindi

Manufacturer and distributor of food items spices, pickle etc

Position: Director Sale & Marketing

Responsibilities:

- Design and implementation of Marketing strategies
- Survey and searching of new clients
- Collect feed back
- Procurement of raw material

Feb 2015 – July. 2015

Al-Falah Homes Rawalpindi

A housing project

Position: Contractual Project Head of Marketing & Sale

Responsibilities:

- Survey and feasibility report
- Preparation of promotional material
- Promotional activities like introductory parties and family funfair etc.

June 2012 – Dec. 2014

Al-Khair livestock

Livestock business is very good business. Livestock share in Pakistan GDP is more than 11%.

Position: Owner

Responsibilities:

- Build and run a livestock Sheep & Goat farm for Qurbani (now closed due to flood warning)
- Recruitment for farm (01 veterinary doctor, 01 Supervisor, 06 Hard men, 01 Security guard)
- Purchased 400 sheep & goat for farm
- Record keeping
- Accounts maintaining
- Sale farm animal on Eid Qurban
- Sale, Purchase of dairy cattle.
- Searching the slaughter houses and meat exporters. Established business link / network with them

Dec 2005–Jun 2012.

Al-Khidmat Khawateen (Trust) Pakistan

Al-Khidmat Khawateen Trust is a well-known registered non-governmental organization (NGO) in Pakistan, working in the following areas since 1965:

1. Education 2. Health 3. Poverty Reduction 4. Emergency Relief

Position: Administrator

Responsibilities:

- Managing operational work of the Trust.
- Promotional work for Trust projects e.g. Orphan Care Program , Medical Projects, Flood and Earth Quick Victim's Relief and Rehabilitation projects, Educational Projects etc
- Qurbani Project.
- Record keeping of funds received from the donors.
- Preparation of reports of donations, collected by the fundraisers on monthly basis.
- Data collection of deserving patients and making payments to hospitals and laboratories where the patients are hospitalized/under treatment.
- Purchase medicines, Ration & Utensils etc. from market for dispensaries of the Trust.
- Shipment of relief goods to affected areas of the country.
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Earthquake 2005 Relief Operation:

- Visit earthquake areas to get first hand information (Muzaffarabad,,Bagh AJK, KPK).
- Written visit report with proposal.
- Transport relief goods for earthquake victims.
- Record of relief goods.
- Build **Al-Khidmat Falahi Center for women** Muzaffarabad (Mar-May 2006).
- Arraing rental land for Falahi center.
- Al-KhidmatFalahi center contained earthquake proof and portable rooms.

Flood 2010 Relief Operation:

- 3 days detailed Visit district Badin Sindh.
- Written visit report.
- Relief operation.
- Distribute cash help and goods for flood victims.
- Relief goods record keeping.
- Transportation of relief goods for flood victims.

Mar2004-Dec2005**Raja Mushtaq Enterprises and Raja Mushtaq Enterprises Travel and Tours (Pvt.) Ltd.**

Raja Mushtaq Enterprises is a recruitment agency, providing manpower to the different companies/institutions of Saudi Arabia for almost thirty years. Raja Mushtaq Enterprises Travel and Tours (Pvt.) Ltd. is working as a tours operator. It is working in the field of Hajj and Umrah for sixteen years. The head office of the company is in Islamabad and its branch offices are in Karachi and Lahore.

Position: Manager Karachi Branch**Responsibilities:**

- Management of the regional office-Karachi.
- Sorting CVs'of the appropriate candidates according to the requirement of the company and conducting interviewed of shortlisted candidates.
- Preparation of travel documents of selected candidates such as visa process, medical checkup and attestation of credentials.
- Responsible for all type of correspondence with the companies and their delegations for selection of the candidates.
- Making transport arrangements such as ticketing and hotel reservation.
- Marketing of Umrah and tours products of the company.

April 2003-March 2004 Rural Education and Development Foundation (READ Foundation)

READ is one of the biggest NGOs in Pakistan working in the field of education in the rural areas of Pakistan including Kashmir and Northern Areas. Being a welfare organization READ provides uniform, books, bags and other necessary things to orphan, poor and affected students. Currently, READ owns 383 schools having more than 63000 students. The head office of the foundation is in Islamabad.

Position: Marketing Coordinator for Pakistan**Responsibilities:**

- Planning and implementation of marketing strategy.
- Recruitment for marketing.
- Office administration.
- Making volunteers to install donation boxes at different outlets.
- Preparation of progress reports on monthly basis.
- Arrange programs like charity / fund raising program , meeting with potential donors

2001- 2003

Monthly Magazine Roshany (for school students)

Sub Editor

- Implementation of the policy of the magazine (under the motto of “To become poise, spared good deed).
- Monitoring circulation, marketing, purchasing, proof reading and all types of printing matters.

1994 – 1995

RED CO TEXTILE ISLAMABAD

Worked as a Trane Helper and Oil Man

EDUCATION

University of Azad Jamu & Kashmir

MA (Islamic Studies)

University of Azad Jamu & Kashmir

BA (Political Science & History)

Other Certificates

Calligraphy

READ Foundation

I was doing Accounts and Audit Course with Rahim Jan & Co. and Hafizullah & Co. for nearly 10 months.

Computer Skills

MS Office (Word, Excel, PowerPoint, Access)

In-Page

Well familiar with net browsing & surfing.

Auto CAD 2004

Extra Curriculum

1997-1998

Mujahid Society of School Stars

Vice President AJ&K

LANGUAGES

Urdu

First Language

Punjabi

Excellent

English

Good

References

1. Col. (R) Ashfaq Hussain

Famous writer ie. Gentle Man Bismillah, Gentle Man Allah Allah etc.

Director (Media) RIPH university Islamabad

2. Mushtaq Ahmed Khan Raja

Chairman Raja Mushtaq Enterprises