

MUHAMMAD NOMAN KHAN

[Father Name: M. Asghar khan]

[CNIC: 33104-9901670-7]

[Domicile: Punjab]

[DOB: 25-12-1992]

[Marital Status: Single]

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Jaranwala, District Faisalabad]

OBJECTIVES

To seek a key position in the organization to play a vital role applying all of my capabilities and professional qualification to make my contribution in the progress/development to the organization and put in best of my efforts in achieving the organizational goals and objectives.

Key Competencies:-

- Meeting Sales/Purchase Goals
- Leadership
- Sales/Purchase Planning
- General Management
- Marketing Knowledge
- Communication
- Motivation
- Build Relationship
- Manage Process

CAREER SUMMARY

Kamal Mills Ltd (Assistant Manager Merchandising) Nov 2021 ~ Nov 2022

I did work as Assistant Manager in Merchandising Department at Kamal Mills Ltd. My job description as below;

Deal with two Customers, Sampling Order, Product Development, and Coordination with Knitting & PPC team. Production follow up on daily basis.

Amazon (Virtual Assistant) August 2020 ~ Oct 2021

Masood Textile Mills Ltd (Officer Merchandising) Sept 2018 ~ April 2020

I did work as officer in Merchandising Department at Masood Textile Mills Ltd. My job description as below;

Maintain professional relationship with customers. Plan dispatches for customers and communicate customers on daily basis. Receive order by customer and work on proto sample preparation. Monitor the sample process according to the customer requirement. Collect the all of garments fabric, accessories & trims. To ensure buyer approval. To get lab dip from R & D. Make sure production follows up on Daily basis. To make sure sampling order follow up. Accessories procurement for all level of garments. Monitor and evaluate all trims and accessories of as per buyer requirements. To maintain product quality. Maintain merchandising files and updating time and action plan. To prepare an order plan, according to the right product, in the right place, at the right time, at the right price, in the right promotion. To supervise the whole process from order and confirmation, production execution of sales contract & dispatch goods.

- Product Development
- Sampling Order
- Coordination with Yarn Team
- Order Planning, Execution & Control
- Coordination with Relevant Departments

All workings are based in ERP based system

Crescent Bahuman Ltd (Officer Accounts) Jan 2015 ~ Mar 2016

I did work as officer in Accounts Department at Crescent Bahuman Ltd.



EDUCATION

[M.Phil Management Sciences] | [University of Agriculture, Faisalabad]

[2016] – [2018]

[1ST Division]

[Specialization in Marketing]

[Research Paper on Impact of Online Social Media Activities on Consumer Brand Choice in Pakistan]

[BBA (Hons)] | [Govt. College University, Faisalabad]

[2011] – [2015]

[1ST Division]

[Specialization in Marketing]

[Research Project on Comparison between of International Brand Nestle Juices over Local Brand Benz in Pakistan]

[F.A (General Science)] | [Govt. College, Jaranwala]

[2009] – [2011]

[2nd Division]

[Matric (Science)] | [BISE, Faisalabad]

[2007] – [2009]

[2nd Division]

[Diploma in Office Management] | [Ideal Academy, Jaranwala]

[MAY, 2016] – [JULY, 2016]



SCHOLARSHIP

[To Achieve Full Bright Scholarship during M.Phil Studies] | [Govt. of the Punjab]

[2016]



SKILLS/KNOWLEDGE

- Communication & Interpersonal Skills
- Problem Solving & Analytical Skills
- Proficient in MS Office
- Oracle ERP
- Presentation & Negotiation Skills
- Leadership Skills
- Time Management
- Business Development Skills
- Customer Relationship



ACTIVITIES

- Research, Newspaper Reading, Article & Books Reading
- Sports & Games



LANGUAGES

English, Urdu, Punjabi



REFERENCES

Will be furnished on demand