

UMAIR AHMED

Self Confidence

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House:1/1433 Shah Faisal Town,Karachi

AREAS OF EXPERTISE

Project Management
Client Development
Marketing Plans
Interpreting financial data
IT skills
Variance analysis
Ratio analysis
Manage Information System

PROFESSIONAL

Marketing Management

Studying:
MBA (Marketing & Finance)
from Muhammad Ali Jinnah University

PERSONAL SKILLS

Positive attitude
Influencing skills
Patient

PERSONAL DETAILS

DOB :29 May 1991
Driving License : Yes
Nationality: Pakistan
N.I.C: 42201-8252896-3
DOMICILE / PRC : Karachi (Sindh)
Religion : Isalm
Father's Name : Nazir Ahmed

PERSONAL SUMMARY

A confident, honest and hardworking individual with extensive knowledge of supporting a sales team in all areas of a companies marketing strategy. Possessing effective organisational skills and proficiency with administration and practical tasks, including planning market research, organising the distribution of literature to helping to put on an event. A quick learner who can absorb new ideas and can communicate clearly and effectively with work colleagues, clients and senior managers.

WORK EXPERIENCE

Marketing Executive - GUL AHMED TEXTILE MILLS LTD. - (Dec 2015 - To Date) (FABRIC MARKETING DIVISION)

Duties and responsibilities:

Yarn Dyed Fabric Marketing (Local / Export)
Customer Wise Reports
Sales Forecasting
Order Status - Unit Wise (Dyeing / Weaving / Processing)
Order Execution / Dispatches
Maintian Accounts / Ledger Customers Orders
Local & Export Sampling
Updated status of orders mailing to concern.
Coordinate with planning for execution of orders.
Order wise costing.

Data Analyst - GUL AHMED TEXTILE MILLS LTD. - (July 2014 - Nov 2015) (YARN DYEING DIVISION)

Handling all Data on EXCEL/ERP/EBS
(E-Business Suit - Oracle Applications 12.1.1
– Redwood Shores, California).

Duties and responsibilities:

Preparing Daily Hanks & Cone Dyeing Production Report.
Preparing Daily Quality Report.
Preparing Daily E.B.S Report.
Collecting yarn specs from spinning & fabric sample from weaving.
Maintain Weaving Fabric Customers Record
Maintain Raw to Finished Quality & Production Reports,
(Raw Yarn to Finish Fabric).
Updating Manufacturing Orders.
Mailing Reports to concern Dept.

Accounts Officer - EVERCHEM TRADERS - LAHORE - (Mar 2014 - Jun 2014) Deals in Textile Dyes Chemicals & Auxiliaries.

Duties and responsibilities:

Preparing Sales Reports.
Maintaing Customer Accounts .
Payments Follow Up.
Preparing Daily Stock Reports
Maintaing Stock

Inventory Officer - GUL AHMED TEXTILE MILLS LTD. - (July 2010 - Feb 2014)

(YARN DYEING DIVISION)

Handling all Data on EXCEL/ERP/EBS
(E-Business Suit - Oracle Applications 12.1.1
– Redwood Shores, California).

Duties and responsibilities:

Preparing Daily Production Report.
Preparing Daily Store Transfer Report.
Preparing Daily E.B.S Report.
Preparing Daily Packing Lists.
Updating Manufacturing Orders.
Mailing Reports to concern Dept.
Filing, archiving & photocopying of invoices, statements and correspondence.

**CRM Analyst - SUZUKI NADEEM INTERNATIONAL - (July 2009 - Jun 2010)
(Authorized 3S Dealership of Pak Suzuki Motor Co Ltd)**

Duties and responsibilities:

Open job Card.
Preparing Daily CRM Reports (Customer Relationship Management Reports)
Preparing Daily DMIS Reports (Dealership Management information system)

**MIS Officer - EAST & CMT TRAINING CENTER - (Feb 2009 - July 2009)
(Educational Assessment System & Training
– Child Centered Montessori Training)**

Duties and responsibilities:

Preparing Invoices.
Preparing Daily Stock Report.
Preparing Sales Inventory.

Accounts Assistant - NEW CENTURY EDUCATION - (Aug 2008 - Jan 2009)

Responsible for developing weekly and monthly financial reports showing analysis of the financial accounts. Identifying and recommending modifications to existing procedures or the production of new systems to improve efficiency.

Duties and responsibilities:

Preparing Invoices.
Preparing Daily Stock Report.
Preparing Work Order in ERP
Preparing GRN Report in ERP

ACADEMIC QUALIFICATIONS

MBA (Marketing & Finance) from Mohammad Ali Jinnah University,
Karachi (in process).

Bachelor in Commerce from Govt. College of Commerce & Economics II
(2nd Division). In Year 2013.

Inter in Commerce from Govt.College of Commerce & Economics II. In Year 2010.

Metric in Science from Board of Secondary Education Karachi (“A” Grade),
in Year 2008.

KEY SKILLS AND COMPETENCIES

Proactive, determined and able to work across all functions.
Highly organized, proactive, hardworking, focused, & have attention to detail.
Experience in managing large quantities of data.
Strong awareness of manufacturing industry sector.
Experience of Desktop Publishing on CorelDRAW, FreeHand, Adobe Photoshop,
Adobe illustrator.

REFERENCES - Available on request.