

NAWAZ AHMAD



Email:

nawazahmad65@yahoo.in
techspa.nawaz@gmail.com

Phone No:

+971 55622 9303
+91 9307323915

LinkedIn:

[linkedin.com/in/nawaz-ahmad-131b04294](https://www.linkedin.com/in/nawaz-ahmad-131b04294)

Self Analysis:

Basically a “learner” with a diligent and “can do” approach. Optimistic and result oriented mind.

Hobbies:

Playing Football, Gym, Chess and Travelling.

Current Address:

Silver Island Building, Baniyas Square, Deira, Dubai, U.A.E.

Personal Data:

Father's Name : Mr. Rais Ahmad Siddiqui

CAREER OBJECTIVE

Eager to learn, explore, and achieve, seeking a creative and supportive work environment. Committed to making a quality contribution, building meaningful relationships in a dynamic world and builds a meaningful relationship in a growing and ever changing world.

ACADEMIC QUALIFICATION

- 2013 Master of Arts from CSJM University, Kanpur.
- 2012 Bachelor of Computer Application from IGNOU, New Delhi.
- 2011 Bachelor of Arts from CSJM University, Kanpur.
- 2008 Senior Secondary from Uttar Pradesh State Board.
- 2006 Higher Secondary from Uttar Pradesh State Board.

TRAININGS

- 2023 Fire & Safety Training conducted by ISES.
- 2021 Fostac Food Safety Training & Certification conducted by SGS India Private Limited.

COMPUTER PROFICIENCY

- SAP ERP (PP and MM).
- Internet Application and Mailing, Documentation.
- Apple & Microsoft OS, Microsoft Office 2010.& Applications.

PROFESSIONAL EXPERINCE

Assistant Manager (MIS & Operation)

Mash Agro Foods Limited (September 2017- September 2023) (Duties & Responsibilities)

- Preparation of letters, applications, records & reports required by Government Authorities. (CPCB, APEDA, FSSAI etc.)
- Preparation of Yearly, Monthly, Daily Production & Dispatch Stock Report(Country-wise, Brand-wise & Product-wise),
- Process Management & Resource Allocation.
- Establishing an ISO 9001:2015 Documentation System and Implementing Document Control representing Management.
- Representing the company during the Audits and liaising with the external auditors.
- Maintain Records, Quality Control and Continual Improvement.
- To confirm the legitimacy and validity of certificates and licenses.
- Inquiry Regarding Required Services and Accessories for our Plant.

Date of Birth : 26th of July,1990
Gender : Male
Nationality : Indian
Marital Status : Married
Proficiency : English & Hindi.
Visa Status : Visit Visa
Visa Validity : 11 December 2023
Reference : To be furnished
upon request.

ERP & Planning Executive

AKI India Private Limited (April 2016- September 2017)
(Duties & Responsibilities)

- Preparation of Yearly, Monthly, Daily Production & Dispatch Stock Report(Tannery and Footwear),
- Crafting order reports, verifying stock and related orders.
- Analysing order production for adherence to planning, addressing delays. Generating purchase orders and notifying the Purchase Department.
- Analyzing raw hides, preparing reports, managing stock and job reports, controlling ERP, supporting end users, and developing new ERP modules.

EDP & MIS Administrator

Euro Footwear Limited (August 2015- March 2016)
(Duties & Responsibilities)

- Managing ERP user authority.Creating Pending orders report and checking production as per planning.
- Checking and verification of token issued in production same as in ERP.Making new materials code, customers and supplier in ERP.
- Inward of Materials, Making new jobs of sale orders.
- Stock Report Preparing and confirm from Store Department.

SAP Executive

Rahman Industries Limited (February 2013- April 2015)
(Duties & Responsibilities)

- Creating Production Order, making pending order sheets, and providing to Production department. Consult and Providing dispatch dates to Merchandisers of related orders.
- Check availability of stock of chemicals, Raw materials required for related orders.Creation of Purchase requisition / Purchase order and forward order to Purchase Department regarding to materials required for Production.
- Maintaining Daily Stock Report and Dispatch report. Corresponded with local vendors & Customers.

DECLARATION

I hereby confirm that the above statements are true to the best of my knowledge and belief. If given chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.

Thanking you

Date:

NAWAZ AHMAD