



MUHAMMAD ABUZAR

PPC/MATERIAL PLANNER/DATA ENTRY

PASSPORT NO: **QG1014651**

CPR NO:020526482

PROFILE

PPC Manager Assistant with over 4 years of experience. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers, vendors and equipment and service providers. Tech savvy and efficiency focused.

CONTACT

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Janusan, Bahrain

EXPERIENCE

IR AND WAGES INCHARGE (ISSUANCE & RECEIVING) CANDINO ENTERPRISES

(GLOVES MANUFACTURING INDUSTRY)

2019-2020

- Issue and Receive the work that give to every contract employee and update in ERP and make wages every weekend.

EXPORT & GENERAL MANAGER ASSISTANT

SOLEHRE BROTHERS INDUSTRIES SIALKOT PAKISTAN

(GLOVES MANUFACTURING INDUSTRY)

2020-2021

- Making Pro-Forma Invoice for every buyer. Make techpacks in Corel Draw of every product that customer ordered. Send Tech Packs & PI (Pro-Forma Invoice) to customer for Approval and receive signed PI(Pro-Forma Invoice) and Techpacks then make Production Order in ERP and Handover to Production. Follow up from Production Supervisor of each order. When Order is ready to ship make an Quality inspection report of each product including shipping marks, barcodes, box, Zipper polybag, Header Card, etc. Send Inspection Report to Customer for any amendment in any product.

PPC (PRODUCTION PLANNING & CONTROL) & MRP PROTECKTA SAFTEY GLOVES

(GLOVES MANUFACTURING INDUSTRY)

2021-2023

- Receive Production Order from Export Department with all Pre-Production Samples. Get Averages of all material of each product. Put the Material and Averages in ERP and make a MRP report which is called BOM (bill of material). Give the BOM (bill of material) to Store Manager for checking the availability of all materials and deserve the material for that order and highlight the missing materials. Make demand for missing required materials and forward to Purchase & Procurement Department and get the delivery Date for missing material. Daily follow up of ordered material. Make a Pre-Production Meeting with CRP & Production Department and get the order closing date. Hand Over the production order to Production Department. Make a Master Timeline Sheet and give Order shipment date to export department Planning

DATA ENTRY SUPERVISOR

DAY TO DAY DISCOUNT CENTER BAHRAIN

(SUPERMARKET)

2023-CONTINUES

- GRN Making GRN (Goods Receipt Note) of every purchase invoice and handover to accounts department. Maintain the Inventory, Stock, Cost & Selling Price of each product. Scan All the Documents and Sort it by Year, month and vendor wise.

ACTIVITIES AND INTERESTS

Book Reading • Environmental conservation • Art • Learning • Study • Travel

EDUCATION

MATRIC

QUAID-E-AZAM PUBLIC HIGHER SECONDARY SCHOOL
(BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
GUJRAWALA)

F.A 12TH

ALLAMA IQBAL OPEN UNIVERSITY PAKISTAN

COMPUTER OPERATOR DIPLOMA

GOVERNMENT TEVTA TECHNICAL COLLEGE PAKISTAN

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • Strong interpersonal & communication skills • MS Office Suite • ERP Software • Corel Draw • Typing Speed WPM: 48 • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure • Decision Maker