

# Muhammad Zaeem

Production Planning Officer / Storekeeper



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- Dubai UAE

## OBJECTIVE:

- To work in a professionally mature environment where I can utilize my administration, communication and managerial skills acquired through extensive working in different, diversified industries and to exhibit a positive change through my knowledge.

## EXPERIENCE:

### Production Planning Officer

ONSOLE Private Limited • Lahore, Punjab

11/2022

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05/2023

#### • Tasks/Responsibilities:

- Coordinating production workflow for one or multiple products
- Planning and prioritizing operations to ensure maximum performance and minimum delay.
- Determining manpower, equipment and raw materials needed to cover production demand.
- Keeping coordination between Store and Production Department
- Managing the Chemical use within Production
- Preparing daily Production plans
- Checking Stock Report according to the production plans
- Making Purchase Order, Job Order Sheets against Production Plan and Handling Materials Article Wise
- Overlooking of Plan Card
- Keeping coordination between Sales and Supply Chain Department
- Making Requisition lamination and Following Up with the Lamination Department
- Ensuring the stock of raw material on daily basis
- Handling ERP system (Oracle)
- Receiving Samples against sales order from production department
- Handling Consumption record and following up with Production department.

BSC

## Inventory Control & Planning (WIP)

Shoe Planet Private Limited (SSC) • Lahore, Punjab

07/2020

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11/2022

### • Tasks/Responsibilities:

- Coordinated production workflow for one or multiple products.
- Planned and prioritized operations to ensure maximum performance and minimum delay.
- Determined manpower, equipment and raw materials needed to cover production demand.
- Monitored incoming and outgoing stock.
- Managed and assigned the labor to their relevant tasks.
- Entered the completed output stock against production plans.
- Worked with Enterprise Business Suite (EBS) Forms
- Managed Daily Production Report
- Generated Auto and Manual Move orders in Oracle ERP against specific article
- Handled all purchase order (PO) and Goods receipt note (GRN)
- Ensured daily stock report.
- Worked with ERP system (Oracle)
- Kept coordination between Store and Production Microsoft Department

## SKILLS:

- Office
- Data Entry (Typing Speed Up to 40/WPM)
- ERP Systems (Oracle)
- Windows Operating System
- Materials/Assets Management
- Production Planning & Control
- Computer Literacy
- Communication Skills
- Store Inventory Control
- Administrative Skills

## Matric EDUCATION:

FSC

Matric

- BISE FSD • Faisalabad, Punjab 07/2012
- FSC
- BISE FSD • Faisalabad, Punjab 09/2015
- BSC
- GC University • Faisalabad, Punjab 02/2018