

ABDUL MOHSIN QURESHI

ASSISTANT MANAGER




PERSONAL PROFILE



A versatile, analytical and hard-working MBA professional with a practical hands-on approach, who always perseveres to achieve the best results, Able to collect and analyze information, digest facts / figures and quickly grasp complex issues. A proven history of managing multiple projects simultaneously while supporting daily office operations

AREAS OF EXPERTISE

- Operational Process Analysis
- Strategic Planning and Leadership
- Organizational Design and Development
- Training and Leadership Development
- Problem Solving
- Productivity and Efficiency Improvement
- Project Planning/Execution
- Find & Fulfill the gaps & reduce lead time
- Improve Product Quality
- Multi-Site Operations
- Process Development for smooth functioning
- Performance Management
- Negotiation skills and Communication
- Decision Making

GET IN CONTACT

 : 9057252118
 : 9001560486
 : Jaipur, Rajasthan

 abdulmosin1991@gmail.com
 <http://www.linkedin.com/in/mohsin-ureshi-01a725176>

WORK EXPERIENCE

PRODUCTION MERCHANDISER

Jaipur Rugs Pvt Ltd Company | July-2020 – July-2021

- Coordination with buyers and sales team for all the projects and orders.
- CAD and Sample approvals at various stages.
- Handling details of every custom orders.
- Coordination with different departments.
- Order processing of newly developed designs.
- Documentation of all the projects and entire department task.
- Supervision of departmental requirements.

SENIOR EXECUTIVE (PRODUCTION)

Jaipur Rugs Pvt Ltd Company | Jan-2020 – July-2020

- Coordination with Sales, Design and Store team for product lead time and order status.
- Monitoring, tracking and management of daily production to achieve on-time delivery.
- To solve production issues by working closely with Branch Manager and Quality supervisors.
- To organize audio, video and in-person conferences for the challenges faced during running order production, quality and OTD.
- To arrange transportation for urgent delivery of the products.
- Preparation and updating of monthly production chart, OTD% and Quality% report.
- Data analysis and resolution of running orders as per the OTD.
- To maintain raw material inventory report and wastage reports branch-wise and vendor-wise
- Preparation of all the reports for production manager as per the requirement.

SHOWROOM OFFICER

Art India Export Pvt. Ltd | May 2019 – Nov-2019

- To Manage Inventory for resent & old samples along with ref. images & coding.
- Coding generation, data management & analysis.
- Managing & channeling samples to sales team as per buyers selections.
- Managing display as per buyer taste & brief.
- Providing the samples on a strict TAT to teams.
- Facilitation of data & images to the relevant teams.
- Assisting ERP management.

OTHER SKILLS

- MS Office
- Microsoft Navision
- Microsoft Outlook

AWARDS

- Best Supportive roll Inter-Department of the year (Oct 2018)
Jaipur Rugs Company
- Design Team Lead of the year (Sep 2017)
Jaipur Rugs Company

HOBBIES

- Playing Cricket
- Watching Movies
- Cooking

SENIOR OPERATION EXECUTIVE

Jaipur Rugs Company | May 2015 – April 2019

- Order Management (Place Order, Remove Pendency, Take Followup on branches for timely production– prepare MIS reports)
- Monitor measure and report on R&D issues, opportunities and development plans and achievement within agreed formats and timescales
- Collaborating with sales agents, vendors and financial department to ensure the successful run of receiving and shipping schedule

ACCOUNT EXECUTIVE

Deal for Best Company | Jun 2014 – March 2015

- Worked with spreadsheets, sales, and purchase ledgers and journals
- Calculated and checked payments, accounts, and records

EDUCATION HISTORY

MASTER OF BUSINESS ADMINISTRATION

Jaipur National University | 2016–2017

MASTER OF COMMERCE

University of Rajasthan | 2018

BACHELOR OF COMMERCE

University of Rajasthan | 2013–2015