



ASIF ALI BAIG

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Block 3 Gulshan e Iqbal Karachi

CAREER OBJECTIVES

To pursue a challenging carrier where I intends to utilized my professional skill for the betterment of an organization, Also try to make a best use of my potential abilities by achieving the required task in consolation of higher authorities.

PERSONAL INFORMATION

Father Name : MOHAMMED ALI BAIG
Date of Birth : 6th June, 1976
Religion : Islam
Marital Status : Married

QUALIFICATION

Academic

- Passed Matriculation Examination with (Science) in 1993 from Sindh Board of Secondary Education Karachi.

Technical

- Passed Diploma of Associate Engineering (D.A.E) in **Mechanical Technology** with 1st Division in 1999 from Sind Board of Technical Education Karachi.

COMPUTER SOFTWARE SKILLS

Accounting Soft Ware

1. PACT & MUNSHI 10

Operating Systems

- 1.window 10

Application Software

1. MS-Word
2. MS-Excel

Internet

1. Netsurfing E-mail
2. Chatting, Searching

- **WORKING AS A STORE SUPERVISOR IN REGENT PLAZA HOTEL & CONVENTION CENTER IN 2023.**
- **WORKING AS A STORE INCHARGE FROM 2016 TO 2022 IN MIDDLE EAST PLASTIC FACTORY SAUDI ARABIA.**
- **Working as a QUALITY CONTROLLER from 2010 TO 2016 MIDDLE EAST PLASTIC FACTORY (RIYADH) SAUDI ARABIA**

EXPERIENCE IN SAUDI ARABIA:

WORKING IN STORE SINCE OCTOBER 2016

- I am responsible for all store related activities like inspection, receiving, stacking, Issuing of all plastic raw materials.
- I am conducting to monitor inventory physical verification, movement & inward-outward reconciliation activities.
- Daily check the inventory stock to prepare STOCK MOVEMENT REPORT on daily basis. Check, receive and arrange all incoming materials in the factory (national & international) Making Store receiving Voucher (S.R.V) of all incoming items.
- Monitoring the stock of all production ,Maintenance and stationery related items. Daily arrange all the materials to production Department as per his request.
- After issuing the material I am making a material issuing form (M.I.F) on daily basis. In the end of the month i checked all unused raw materials in production and transfer to next month through S.R.V and M.I.F.
- To monitor the movement of the machinery and keep a computerizes record therefore.
- In the end of the year (31 December) we are arranging, listing, labeling and tagging all the raw materials, Master batches, Cartons,Poly bags for the yearly audit.

EXPERIENCE IN PAKISTAN

- Working as a Q.C. Supervisor in **MBI Industries (Pvt.) Limited** S.I.T.E.karachi Pakistan. (an ISO 9001-2000 Certified Company) Manufactures of **Nuts, Bolts & Studs** in Karachi since **September 13th 2002 to September 16th 2010**. My responsibilities are to final checking of product according to specimen and also working in new development with the followings:

Gauges we use

- Varnier Caliper (Digital)
 - Degree Protectors
 - Radius Gauges
 - Threads Gauges
- Also the member of Steering Committee of ISO 9001-2000, who implement the standard in company.
 - Transfer in Production Shop in April 2004. My duties are to check production and maintained quality of product according to given standard. The firm follows different available standards such as JIS, BSI, DIN, SES, etc.

PARTICIPATION

Active participation in Atlas Honda (Pvt.) Ltd. who arrange the Ala-Mayar Circles Convention 2005-06, their theme "STANDARDIZATION OF HARDWARES AS PER QAV PROGRAMME".

• PRODUCTION ACTIVITIES IN M.B.I INDUSTRIES (PAKISTAN)

- To achieve production as per schedule given by the Production Manager.
 - We have 16 cold forging machines SAKAMURA (JAPAN), ASAHI SUNAC, Russian bolt Header etc.
 - To arrange material from store to be required for parts to all machine operators.
 - To arrange distribution of job cards for all machine operators.
 - To check production as per standard/drawing.
 - To maintain daily production report.
 - To maintain daily over time sheets of all workers in production shop.
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- Two years experience as **TECHNICAL SUPERVISOR** in M/s Niagra Water Technologies, **from Sep. 1999 to Sep. 2001** deals in Water Filters and R.O. Plants.

REFERENCE/DOCUMENTS

Reference/Documents are provided on request.