



Mohammad Arif Raza

Flat No. 301/T 5,Zion Lake View Apartment, Sector 48

Badkal, Faridabad, Haryana, India,121001

Ph: +91-9808428824

Email: imperial.nbd@gmail.com

DOB : 06th Nov. 1975

Gender : Male

Languages Known: Hindi, English

Passport No.: P 6890724 till 27-03-2027

Offering more than 13 years of experience in Operations, Production, Quality and Business Development & having Post Graduate Diploma in Marketing Management

Summary

Challenge driven and strategically focused Operations, Productions, Quality and Business Development Manager that compassionately builds strong business relationship with key stakeholders, promote customer satisfactions, work methodically and accurately with high level of attentions to details, recommended plan and suggestion after analyzing market research. Accomplished leader of operational efficiency with the ability to work under pressure within allocated time frames, self motivated, hard working, worked toward policy of zero tolerance, demonstrated excellent skills and ability to promote a cohesive team work environment. Use skills in the best possible way to achieve the company's goals.

Professional Synopsis

- Working experience with Paramount Seals & Packings, India and Sanaz Investment Ltd, Nigeria
- Demonstrated excellent production control, quality assurance and Operational activities.
- Excellent in managerial, team leadership, interpersonal, communication, organizational, problem solving and decision making skills
- Demonstrated ability to increase sales and market share by developing new business areas
- Achieved approved sales targets in terms of unit volume and gross margins
- Extensive knowledge and experience in ISO 9002-2000 quality system
- Experience in using instruments like Vernier Calliper, Hardness Tester, Specific Gravity Tester, Compression Set Testing plates and Owen, Tensile & Elongation Tester
- Proficient in MS Office (Word, Excel & Power Point)

Areas of Expertise

Business Analysis

Data Analysis

Production Control

Product Development	Quality Assurance & Control	Decision Making
Raw Material Specifications	Key Account Management	Client Retention
Sales Negotiation	Team Building & Leadership	ISO 9002 – 2000 Implementation
Sales Strategy	Tender Documentation	Market Analysis

Experience Summary

Manager at Sanaz Investment Ltd, Kano, Nigeria,

Since Dec. 2017

- **Company Profile** :Sanaz is a borewell drilling company and also trading industrial tools,established in 2001 and mostly working for United Nation’s water programme.

Responsibilities

- In charge of Field Operation and overall managerial activities.
- Prepare work plan and schedule for operation and assist other members
- Preparing and Submitting Tender Documents
- Assign jobs and monitor the performance of labour and other staff member
- Make proper arrangement for mobilization from one site to another
- Control and handle labour force and arrange required materials for operations
- Check and control the expenses of operation and maintaining record of it
- Increase sales of industrial tools like drilling bits, maintain stocks
- Maintaining cordial relationship with clients
- Keep watch on health and safety of the work force

Achievements

- Develop good working environment
- Decrease work force turnover of hard working labour force
- Increase profit margin by decreasing cost of operation
- Make daily and weekly planning in relation to schedule
- Monitor site operation effectively and improved efficiency of machines
- Increase productivity of labour and efficiency of machines
- Increase sales of industrial tools like drilling bits etc
- Demonstrated the excellent ability to work in high pressure environment
- Monitor stocks, analyse sales data and take appropriate action if required

- Got new Tenders by submitting competitive quotation
- Training and motivating team members

Manager (B. D. And Plant) at Paramount Seals &Packings

Aug 2010 –Aug 2017

Company Profile : Paramount Seals &Packings is an ISO 9002 – 2000 certified company established in 1971, manufacturer and OEMs suppliers of rubber moulded parts like gasket, o ring, oil seals, metal bonded rubber parts and other custom made rubber parts from synthetic rubber like nitrile, epdm, neoprene, silicon, viton, pu and others. These parts generally used in power generation industries, auto industries, heavy electrical industries, Earth moving equipments and other industries.

Responsibilities

- Production Planning and Quality procedure
- Check delivery and quality of products
- Training and motivating team members
- Resolve queries of customer if possible.
- To develop new business area and increase sales, Analyse market position and suggest recommendations
- Provide quality service to the key account and participate in vendor meet
- Health and Safety

Achievements

- Improved Productivity of Worker and Efficiency of Machines
- Identified and Transmitted work to out sourced and reduced total manufacturing costs
- Improved Batch mark method by including machine indicator
- Implement On-line inspections methods to improve quality of the products
- Achieved approve Sales Targets in terms of unit volume and gross margin
- Liaised with clients regarding current and future order requirements
- Enhanced the profitability of repeat business by ensuring all customer enquiries are promptly resolved
- Analysed and reported competitor's information by conducting primary/secondary research
- Identified and progressed new business opportunities
- Contributed to policy discussion through detailed analysis and clear reporting
- Increased vendor rating by satisfying customer needs and timely completion of work order
- Established strong business relationship with key stakeholders and manage expectations
- Resolve clients problem on several occasions arisen due to our products by advising him to change the material of that product which depend upon the medium, working condition and other

factors

Executive (B.D. & plant) at Paramount Seals &Packings

July 2002 – Feb 2007

Responsibilities

- Implement Production planning & Quality Control process and follow delivery schedule
- Maintain good working environment by motivating work force and assist in getting ISO certification
- Increase Sales and develop new clients
- Assist sales team and check sales growth on regular basis and analyse it

Achievements

- Increase productivity of moulding machines by controlling required temperature, pressure and timing required for a particular compounds
- Implement the first piece inspection, line inspection and last piece inspection method
- Improve the quality of the product by checking physical properties according to the control plan and as per requirement of clients
- Implement the process to check mould's wear & tear on daily basis
- Increase profit margin through the policy of zero tolerance & zero wastage
- Increase sales and market share of the company by developing new business area
- Develop long term relationship with clients on behalf of our company
- Documented all incoming and outgoing movement throughout the production area
- Accurate receipting and despatching of materials
- Maintain safe and clean work environment

QUALIFICATION

- Graduated in Geography from A.M.U., India in 1996.
- Post Graduated in Sociology from A.M.U, India in 1998.
- P.G. Diploma in Marketing Management from A. M. U. India in 2000
- Bachelor of Law from M.J.P.Rohilkhand University, India in 2010

References available on request

(MohammadArifRaza)