

07<sup>th</sup> July 2024

Company Secretary  
Karachi Tools, Dies & Moulds Centre  
Karachi

Re: "Chief Executive Officer – Karachi Tools, Dies & Moulds Centre"

Dear Sir / Madam,

Following is submitted in reference to the captioned subject position, recently advertised in the "Daily Dawn" of 07/07/2024.

As my greatest strengths appear to exactly match the requirements for the applied position so I am enquiring about and would like to apply to obtain the captioned subject strategic role for which I have comprehensive current knowledge; skills and competence.

Based on my about two decades spread over senior leadership experience in the field of **Financial Planning, Budgeting, Forecasting, Human resource Management and Law oriented Policy** making for multiple profit-oriented organizations I am confident that I have accumulated all the skills and experience which you would be seeking for this role. Not only do I appear to meet the exact needs of this role but also note that this position is the one which I have always sought and firmly believe that I will thrive in.

My enclosed **curriculum vitae** would establish that I have a long and consistent track record of leading very efficient organizations for increasing their market share and profitability; reducing costs; enhancing business operations; developing leadership; crafting people motivation; augmenting performance; human capital growth to add value; transforming strategy into functionality by implementing carefully planned and gradual steps that ensure the vision becomes fruition and can attract remarkable return on investment. My keen business acumen; commercial abilities; people management and proven decision-making skills will allow me to make an immediate impact on the bottom lines bench marked for this position by your organization. My **résumé** will not only give you a more detailed picture of my achievements to date, but also of my future potential.

If it is decided to work on a joint venture by the proponent & proffer; then the following areas may be selected to initiate the work which may later be refined according to the then necessities and of the business and market wants.

### **Analytical and Problem-Solving Skills, Human Resources, Business Operation, Legal & Financial Management:**

- Directing business operations, HR Budget administration and Operations
- Conceptualizing strategic initiatives to propel the achievement of corporate goals
- Realizing consistent improvements in organizational profitability, efficiency, and performance through effective human resource and systems
- To prepare annual budgets, complete risk analysis on potential manpower investment and advise the Board of Directors risks and returns
- Establishing goals for each department in partnership with managers
- Corporate Restructuring, Organizational Development, Policy making, Strategy formulation, Public Sector regulations, Public Private Partnerships, Business Development, Investments and Expansions.

### **Risk Mitigation, Project Management & Corporate Governance:**

- Defining exciting Project outcomes; Generating ideas; Delegating effectively
- The concepts of Activity, State, Goal and Manifestation for the adequate description of the plan and the progress
- Concepts of “Time and Causality” to infer the progression among the activities; and the issues which arise due to the integration of aggregation, time and causality among activities and states

### **Performance Management, Team building, Intrepidity & IT systems.**

- Improved Perspective, principles, guidelines and the framework of the enhanced performance management system (real and fit to culture appraisals, planning and development of the KSAs, PDs, PIs, KRAs, balance score card, 360-degree, linear feedbacks etc)
- Competency appraisal management
- Occupation classification and multidisciplinary performance research & development

### **Ingenuity, Vision, Culture, Shareholder Value:**

- Effective procedures to meet the challenges in the succession planning & career development of the key positions and wide-ranging employee base.
- Ownership development at all levels of the business team
- Equal Employment Opportunity (EEO)
- Good knowledge of interpretation of law
- Impeccable understanding of business
- Good to excellent communication, Networking & Interpersonal skills
- Continuous learning, improvement and development

### **Human Resources Strategy & Collaborative Leadership:**

- Gap Analysis (Organizational, skills, procedural, systemic, expectation fulfillment)
- Re-organization and re-structuring (creation / annulment / adjustment of roles)
- System (manuals / framework / procedures) & Human Resources development

## **Company Secretarial Practices & Legal Compliance:**

- Corporate Governance & SECP regulations
- Managing all Board & Committee meetings (Minutes recording and dissemination; working papers; agenda and notifications)
- Preparing all correspondence for the Board & Committees (Decisions; Briefings; outstanding agenda; enquiries and complaints directed to the board)
- Annual Accounts & reporting
- Spokesperson of the company

As a logical thinker I can successfully create Business Plans, develop policies, manage finances, analyze market trends, negotiate terms and close deals. Possessing substantial and successful experience of various sectors I am confident enough to work within any changing environment where all answers may not be known up front.

My ability to think out of the box, my innovativeness and broad based business acumen along with the wide network of my contacts have enabled me to form a well-earned reputation for delivering value added services. I have the personality and the energy required to make a difference for any target oriented role. During a long and successful career I have achieved many of the goals that I have set myself and am now determined to become a key component in continued expansion of the growth of my employer. My core strengths include the following competencies, but are not limited to:

- Excellent time management skills with the ability to organize my own and others workloads according to priorities.
- Ability to present convincingly to a range of audiences.
- Growing a business by using its existing manpower more efficiently and by taking maximum advantage of every opportunity that comes along.
- Proficiency in developing lucrative partnerships and forming global strategic alliances.
- Strong track record of bottom-line responsibility for achieving business objectives.
- A career-long history of consistently growing productivity and reducing cost of manufacturing.

My devoted professional insight and comprehensive knowledge of increasing operations while leading strategic activities will allow me to create a positive effect on your operational bottom lines. I am confident that you will find my experience and enthusiasm for pioneering ideas and innovative ideas extremely resourceful. I look forward to discussing your objectives and how we can work together to accomplish them; be assured that your investment of time will be amply repaid.

Thanks & Regards

**Dr. S. Khusro Iqbal, PhD**