Rohail Fahad Khan

Urriculum

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Vitae

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AREA OF EXPERTISE

• Microsoft office	• Urdu In-page Composing	• Graphic designing
• Manage stock data/others	• Fabric Sampling	• ERP / FoxPro
• MIS	• Inventory Management	

CAREER HISTORY:

JOB TITLE – "MIS Supervisor"   (Present)
Company name   - **Al-Karam Textile Mills**   Employment date:04-01-2021 **To** Present
Al-Karam textile is a reputed organization for Home textile as woven and knits fabric , also I am working   here as a MIS supervisor / Quality Management system coordinator.

Duties:

- Build fabrication as time & action plan through sales order source.
- Generate Lot number.
- Working on ERP different custom modules.(production orders, Planning docs,move order, IGP, Purchase requisitions & Purchase order.etc
- Reports analyzing.
- Controlling documents.
- System development on Production floors for technical compliance purpose.
- Data & record analyzing for claimed material assessment.
- Lead as trainer for Production and quality staff/workers as awareness building with system development aspects and procedures.
- Manage audit preparations.
- Develop & Working for PFD, KPI, MCP & Layout diagrams.
- Production Central Planning & Time and Action Plan.
- Role Description Working core responsibilities as traceability for the claimed materials like GOTS , RCS ,CMSS / BC I standards. Analyze Following data for the purity of reconciliation. Production orders & inventory Data from fiber cotton to finish goods dispatch. Roll support working for the external and internal audits for the respective customers like Target Global Inc , IKEA & Zara Homes.

JOB TITLE – "Store Assistant / Computer Operator"(Last Recent)
Company name   - **Hantex Spinning Textile**   Employment date:02-11-2016 **To** 01-07-2019
Hantex textile is a denim and spinning manufacturing company its working with known customers, also I work in as a Store Assistant / computer operator.

Duties:

- All over inventory work as physical stock and software data.
- Maintain and prepare manual requisition records as Purchase, Issue,Gate passes & etc.
- Receive stock from suppliers against purchase demand and inspection of them.
- Maintain stack in shelf's ,racks & carton boxes with marking labels and also tags.
- Mange Lubricant stock.
- Etc.

JOB TITLE – **"Computer / Data entry operator"(Previous)**
Company name   - **Indigo Textile**   Employment date:02-11-2012 **To** 15-07-2015
indigo textile is a denim manufacturing company its working with levis also. I work in as a sampling assistant / computer operator.

Duties:

- Follow the sampling requests with coordination of marketing depart & other concerns.
- Manage sampling fabric stock and issue record.
- prepare or make different fabric articles stickers details data with the coordination –
- Of RND dept.
- Emails
- Receive the fabric from dispatch and production as stock or sampling purpose.
- Etc.

JOB TITLE – **"Graphic / Computer operator" (Former)**
Company name   - **Electro printing press**   Employment date:07-06-2010 **To** 25-10-2012
Electro printers is a offset printing enterprises firm i work with as a junior graphic designer.

Duties:

- layout ,
- composing
- tags
- Role support designing.
- Etc.

ACADEMIC QUALIFICATIONS

Institution name: Govt. Mono-technical College of Technical Education
D.A.E in Electronics. (**Year 2017**)

College name: Danish Faraz
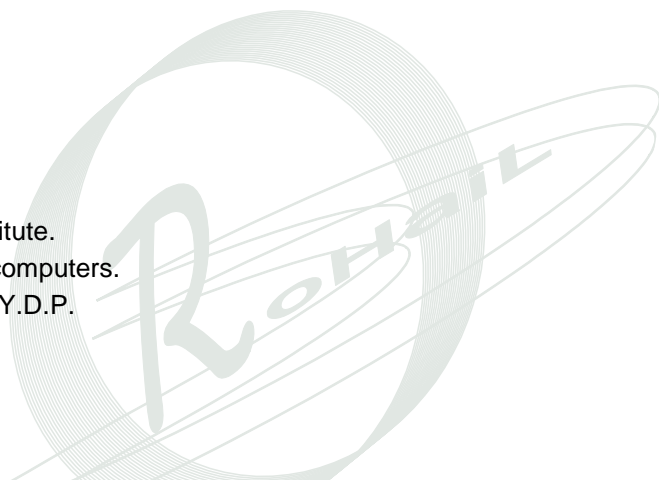Intermediate in pre-engineering group.
Karachi board.**(Year 2008)**

School name: Radiant Academy
Matriculation in science group.
Karachi board. **(Year 2006)**

OTHERS:
- Six months **Graphic designing** short course from gravity institute.
- Four months **M.S office** short course from king's institute of computers.
- Four months **Electronic technician** short course from B.B.S.Y.D.P.

Personal Information:

- Father Name: Abdul Qadir khan
- D.O.B: 1991/11/11
- Domicile: Karachi (Sindh)
- Marital Status: Married
- Religion: Islam
- Nationality: Pakistani
- N.I.C #: 42501-6717677-3

HOBBIES:

.Crafts
. Literature
. Sports
. Social media

REFERENCES:

Available on request.