

The Company Secretary,
KTDMC, Karachi.

July 11, 2024

Subject: Application for the Post of Chief Executive Officer

Dear Sirs,

I hope you will find this application in good health.

With reference to your advertisement in daily Jang dated 07 July 2024, it gives me immense pleasure to know that the post of Chief Executive Officer is lying vacant in your esteemed organization, this opportunity encourages me to send my Resume for your kind consideration as a suitable candidate for the subject job in your esteemed organization.

I am a conscientious person who works hard and pay attention to details. I am flexible, quick to pick up new skills and eager to learn from others. I have lots of ideas and enthusiasm to contribute to the company's growth, I am also eager to train and develop a young team for future assignments by using my local and international experiences.

I have over 30 years working experience with multinational company Hinopak Motors Ltd. which is one of the largest manufacturers of Commercial Vehicles in Pakistan. I headed the departments like plant administration, supply chain, materials operations, manufacturing, product development, project management, production engineering, quality control & assurance etc. Main responsibilities are mentioned below whereas details are available in the attached CV.

- **Deputy Divisional Head of Plant Administration (Production Support Functions)**, major functions & achievements; management of all production supports functions like production planning & control (PPC), production reviews, plant capacity, production balancing & coordination with all stakeholders. Materials operations including management of materials requirement planning (MRP), procurement, inventory management & over-aged inventory control, obsolesce control, warehouse management, logistics management and physical operations material receiving, issuance and feeding, return management. Implementation of health safety & environment (HSE) policies. Suppliers' coordination & their performances improvement. Quality and productivity improvement, financial audits by internal & external auditors, claims to overseas suppliers and insurance surveys.
- **Head of Production Engineering & Proto Dev. Department**, major functions & achievements, management of engineering and development like, designing and development of various mass production facilities, establishment of many new manufacturing and assembly shops, in-house development of 600+ dies, molds, Jigs & fixtures, in-house localization of 500+ CKD parts for cost reduction, prototyping and their testing for many new models of buses, super structures and specialized parts, modification of Hino & Toyota production lines to enhancement their productivity and capacity, managing existing manufacturing facilities & equipment to ensure smooth production.
- **Head of Supply Chain & Development Department**, major functions & achievements; management of all supply chain functions like, planning, sourcing, pricing, contracting, procurement. Development and production of 2500+ parts of stamping, casting, pressure die casting, forging, injection molding, extrusion, and composites assemblies for Hino & Toyota. Management and coordination with 200+ vendors/suppliers including improvements in their manufacturing operations, training and development. 30+ projects management of Hino new models, cost reduction in Rs. billions through localization and overseas sourcing, active participation in making of CKD import system (TBS) with EDB GoP, managed excellent working relation with worldwide Hino affiliates & trade bodies.
- **Head of Procurement & Material Operations Department**, major functions & achievements, management of all materials operations like, management of local, MSP & CKD materials physical operations, management of Material Requirement Planning (MRP) for 2500+ parts having value in Rs. millions, inventory management up to Rs. 06 Billion, warehouse and logistics management like stacking, material feeding, layouts, materials movement, achieving ZERO accident during entire period, smooth supply from 200+ suppliers to ensure smooth production, obsolesce control, return management with local & overseas suppliers, management of insurance claims & surveys.

I am confident that my Resume will attract your attention and a chance will be given to me in the form of an interview. In case of any further requirements, kindly contact me as per the below mentioned details.

Looking forward to a favorable reply in this regard.

Yours Sincerely,

SYED MUHAMMAD WAQAR

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