

MUHAMMAD OSAMA BUTT

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PROFILE SUMMARY

Willing to work in a challenging and professional environment with exposure in SAP PP-MM in the application area of business and where there is ample scope for Organizational growth as well as individual growth.

SCHOLASTICS

B.Sc. (Electronics & Communication) from **The University Of Lahore**, Lahore, Pakistan

2012

SUMMARY OF QUALIFICATION

- Over 8 years of reach experience in Manufacturing domain.
- Over 6 years of experience in Plastic Manufacturing industry.
- Extensive knowledge in business process and mapping the same in SAP to reduce the manual entries to full fill management reporting requirement from system.
- Part of Core Team Member during the SAP PP implementation.
- Managing the team and motivating them to achieve the daily output target.
- Coordinating with IT Manager to map the manual process in to SAP and testing the same when it is map into SAP.
- Very good knowledge in system troubleshooting and system testing.

COMPUTER SKILL

- | | | |
|----------------------------|----------------|------------------------|
| 1. Microsoft Office | 2. SAP PP & MM | 3. Cisco Packet Tracer |
| 4. Ads | 5. Matlab | 6. Keil u Vision |
| 7. Network Troubleshooting | 8. Ethereal | 9. Proteus |

STRENGTHS

- Hard working, Quick learner and Committed person.
- Self-motivated and result oriented.
- Customer centric and Team Player.
- Ability to analyze, interpret, listen, communicate and present

WORK EXPERIENCE

Warehouse Manager

Manchester Paper Bags Manufacturing L.L.C U.A.E
Paper Bags Manufacturing

Jan22 – Present

Roles & Responsibilities: -

- Daily Update Stock List (RM & FG).
- Coordinate with planning department that we have FG in stock and what we must ship.
- Based on FG stock, make plan to start loading.
- Daily issuance of Raw Material on FIFO system based on the requisite received from production.
- Check and Balance of Stock in.
- Organize Warehouse with proper allotted area of RM and FG.
- Ensuring the training, safety procedures and environmental regulations for employees.
- Worked as core tam member to achieve A grade in BRCGS Issue 6 audit May 2022.

Admin Manager

**Pakistan Tiles Pvt Ltd, Pakistan
Tiles Manufacturing**

Mar'21 – Dec'21

Roles & Responsibilities: -

- Manage the Manpower to Support Production Plant.
- Coordinate between the Departments to smoothly run the Production.
- Make a preventive schedule with maintenance team to fix the issues in company within time limit.
- Arrange meetings between departments on the daily basis to achieve production targets.
- Arrange meeting on quality issues with quality department to achieve customer requirements.
- Prepare Raw Material Stock on the daily basis to maintain stock for 40 to 60 days.
- Responsible to Arrange and fix Civil Work in the company when needed.
- Arrange transportation to transfer production from production plant to warehouse.

Plant Manager

**Manchester Paper Bags Manufacturing L.L.C U.A.E
Paper Bags Manufacturing**

Aug'19 – Feb'20

Roles & Responsibilities: -

- Responsible for production and maintenance.
- Laise with customer to meet the quality requirement and deliver the finish goods on time.
- Maintain Stock of Raw Material Paper Reels, Glue, Boxes and Machine Parts.
- Make the machine parts in-house to minimize the overhead expenses.
- Negotiate with the supplier in the purchasing of Raw Material.
- Analyse and Evaluate production and scrap activities, set new targets and make recommendations for improvements from Top Management.
- Responsible for Production, Warehouse Planning.
- Updated Raw Material stock for minimum two months.
- Make Plan for Import and export based on our stock and customer requirement.
- Ensuring the training, safety procedures and environmental regulations for employees.
- Control the quality department and make all documents for visitors including the ISO audit.
- Production documentation and updates about the targets and goals. Arranging meetings with Customers and Auditors.
- Make reports of export, import, Production, Warehouse, Purchasing, Planning for Top Management.
- Passed ISO audit ISO 9001:1500 by intertek under my supervision.

Assistant Manager Warehouse

**Euro SME SDN BHD, Malaysia
Plastic Bags Manufacturing and Recycling**

Apr'17–July'19

Roles & Responsibilities: -

- Daily Update Warehouse stock (RM & FG).
- Coordinate with planning and Sales Team to load the goods as per customer requirement on FIFO System.
- As a responsible of Warehouse, coordinate with the planning and production Team to deliver the goods to customer on time.
- Responsible to Maintain Inventory for Finish Goods and Raw Material Stock.
- For Smooth Operation of Warehouse and Store, Install ERP system to bring the Warehouse and Store in system to see livestock for everyone.
- Daily issuance of Raw Material on FIFO system as per requisite received from production.
- Purpose & Implement Racking System to store more goods in Warehouse.
- Try to Maximum loading to meet CBM of Container.
- Execute the project according to the project plan.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.

Operation & Maintenance Engineer

Crown Lighting Pvt. Ltd, Pakistan
Electric Bulb Manufacturing

Oct'16–Feb'17

Roles & Responsibilities: -

- Save \$500 per month by save electricity in Power Saving Project.
- Increased revenue \$1000 Per month by increasing the Production speed of Blowing machines.

Operation & Maintenance Engineer

Al-Shams Plastic Recycling LLC U.A. E
Plastic Recycling

Oct'15–Sep'16

Roles & Responsibilities: -

- Increased revenue of \$15000 per annum by increasing the production Speed of Recycling Machine.
- Supervise the production and maintenance Team.
- Set new targets and make recommendations for improvements from Top Management.

Operation & Maintenance Engineer

Euro SME SDN BHD, Malaysia
Plastic Bag Manufacturing & Recycling

Nov'13–Sep'15

Roles & Responsibilities: -

- Reduced the scrap ratio up to 1 % that led to \$30,000 savings per month.
- Performed engineering analysis to reduce downtime of Bag making machines, resulted in the increased output up to 2 Metric tons/shift.
- Saved \$180,000 per annum by Carried out Modification of Extrusion machine at Front Gusset Unit, which increased the Efficiency and reduced the power consumption.
- Increased revenue of \$300,000 per annum by increasing the production Speed of Bag Making Machine.
- Responsible for execution and monitoring of the Production and Maintenance activities in Packaging, Extrusion and Bag making Department having 180 operators.
- Target design analysis and implementation of New Products in liaison with Production, Planning & NPI Dept.
- Working as a team leader in modification of Bag Making machines in design and mechanical parts and monitoring the maintenance of Heming stone, Sama, Zip lock and Bag on Roll Bag making machines, both preventive and scheduled.
- Supervising the procurement of new parts from local (Malaysian) and Chinese Manufacturers / Suppliers.
- Analyse and Evaluate current production and scrap activities, set new targets and make recommendations for improvements from Top Management.
- Arrange meetings with our customers to tell them about our products and try to convince for purchase our plastic bags.
- Production documentation and updates about the targets and goals. Arranging meetings with Customers and Auditors.
- Ensuring the training, safety procedures and environmental regulations for employees
- Control the quality department and make all documents for visitors including the audit of all Big Brands and ISO.

Assistant Engineer

Hammad Engineering Co, Pakistan
Transformer Manufacturing

Dec'12–Oct'13

Roles & Responsibilities: -

- Involved in the production process of single phase and three phase transformers.
- Open Circuit and Close circuit tests of transformer.
- Meeting with the customer, WAPDA, which is the Pakistan's only power generating and distributing company.
- Supervise the electrical technicians.

CERTIFICATIONS/LICENSES

Attendance Internal Auditor ISO 9001:2015 Quality Management System
Attendance Internal Auditor ISO 14001:2015 Environment Management System
Attendance Certificate of BRC
Attendance Certificate of HACCP
Awareness Certificate of Hazard And Risk Assessment (HARA)
Training Certificate of Internal Auditor BRCGS Packaging Materials Global Standard Issue 6

PERSONAL DETAILS

Date of Birth : 5th May, 1991
Temporary Address : Golf Apartment, Opposite Alhamra, Ras Al Khaimah, UAE
Permanent Address : 166- M Block Wapda Town Phase 2, Lahore, Pakistan
Passport Status : Passport #: DJ3498531, Expiry Date: 23rd Jan'2023
Visa Stats : Visit Visa (Valid till 20th July'2022)
Marital Status : Married