

He is currently working as Supervisor - 10,000 PK allowance

SUMAIR KASHIF

Notice period
1-2 days

0335-2174861 | Karachi, Pakistan | sumairkashif@gmail.com | LinkedIn <https://www.linkedin.com/in/sumair-kashif-38508928a>

Experienced supervisor adept at overseeing stitching materials and logistics within a dynamic factory environment. Proficient in inventory management, ensuring optimal levels of supplies for seamless production operations. Committed to maintaining quality standards while maximizing efficiency at Fs Abayas. I've played a pivotal role in elevating the company's position in the competitive fashion industry.

WORK & RELEVANT EXPERIENCE

Senior Supervisor : FS Abayas PVT LTD

August/2022-Present

- Led 17 employees in stitching department, optimizing workflow and achieving 33% increase in daily output over six-month period.
- Conducted performance evaluations, training programs, and provided feedback to enhance team performance.
- Utilized inventory management software to optimize stock levels and forecast demand resulting in improved inventory accuracy and reduced stockouts.
- Developed and maintained relationships with suppliers to negotiate favorable terms, pricing and delivery schedules, optimizing procurement processes and minimizing costs.
- Provided leadership and direction to a diverse team of stitching professionals, fostering a collaborative and high-performance work environment.
- Stayed updated on industry trends and integrated innovative approaches into departmental processes.

Junior Data Coordinator : FS Abayas PVT LTD

February/2021 – August /2022

- Proficient in data management tools like Excel, SQL, and database systems.
- Produces reports and dashboards to visualize key metrics and trends, using tools like Tableau or Excel.
 - Strong problem-solving skills for troubleshooting data issues independently.
- Adapted quickly to new tools and technologies, staying up-to-date with industry trends and best practices.
- Communicated effectively with team members and stakeholders, providing updates on data projects and presenting findings.
- Collaborated with cross-functional teams to support data-driven initiatives and projects.

CERTIFICATIONS

- **Learning PPC with Google Ads (PPC)**
Issued by DUANE BROWN-LINKEDIN
Date Earned: 3/9/2023
- **Social Media Marketing**
Issued by Sheikh Sajawal

Date Earned: 12/8/2023

- **Web Development Certification**

Issued by INFRA

Date Earned: 8/2/2023

EDUCATION

Bachelor of Commerce (BCom) – 2024 – Present: Karachi University

Intermediate – 2022 : Islamia Government Arts & Commerce College

Matriculation – 2020 : Jennings’s Private Secondary School

SKILLS

- Product Listings Management
- E-Commerce Merchandising
- Digital Marketing
- Facebook Ads
- Google Ads PPC
- MS Office (Word, Excel & PowerPoint)
- Data Management
- Team Management
- Proficient User of Internet (Browsing Emailing, ETC)

ACHIEVEMENTS

- Implemented new workflow processes that resulted in a 33% increase in production efficiency.
- Led a quality assurance initiative at FS abayas, resulting in a 17% reduction in product defects and customer complaints.
- Followed script for consistent, timely responses, ensuring efficient issue resolution and surpassing service targets.
- Implemented script-prescribed image standards, improving visual appeal and aiding customer decisionmaking.

LANGUAGES

- ENGLISH
- URDU

Personal Information

- **Marital Status:** Single
- **Date of Birth:** 19 May 2003
- **Nationality:** Pakistani
- **Religion:** Islam