





ASHIQ RAHIMAN N

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HIGHLY MOTIVATED BUSINESS MANAGEMENT GRADUATE WITH 5+ YEARS OF PROGRESSIVE EXPERIENCE IN PRODUCTION MANAGEMENT, ACCOUNTS, HUMAN RESOURCES, AND RETAIL OPERATIONS. PROVEN TRACK RECORD OF IDENTIFYING BUSINESS CHALLENGES, STREAMLINING PROCESSES, AND DELIVERING OPERATIONAL IMPROVEMENTS THAT DRIVE COST SAVINGS AND PRODUCTIVITY GAINS. SKILLED IN DATA ANALYSIS, STRATEGIC PLANNING, AND CROSS-FUNCTIONAL COLLABORATION TO ACHIEVE ORGANIZATIONAL OBJECTIVES.

EXPERIENCE

PRODUCTION MANAGER

SILA DESIGNS, CALICUT, INDIA | AUG 2024 – PRESENT

- MANAGE END-TO-END PRODUCTION OPERATIONS, ENSURING ADHERENCE TO QUALITY AND DELIVERY STANDARDS
- COORDINATE BETWEEN DESIGN AND MANUFACTURING TEAMS TO STREAMLINE WORKFLOWS AND REDUCE LEAD TIMES
- LEAD, TRAIN, AND MENTOR A TEAM OF 15+ PRODUCTION STAFF; SET PERFORMANCE TARGETS AND CONDUCT REGULAR REVIEWS
- IMPLEMENT CONTINUOUS IMPROVEMENT INITIATIVES THAT LOWERED PRODUCTION COSTS BY 12%

ACCOUNTS & MANAGEMENT PROFESSIONAL

HAIFA EID TRADING, HAIL, SAUDI ARABIA | OCT 2023 – JUL 2024

- DESIGNED AND DEPLOYED AN INTEGRATED ACCOUNTING SYSTEM TO ENHANCE FINANCIAL REPORTING ACCURACY
- CONDUCTED MONTHLY AND QUARTERLY AUDITS TO ENSURE COMPLIANCE WITH CORPORATE POLICIES AND LOCAL REGULATIONS
- SUPERVISED A TEAM OF 10+ CUSTOMER SERVICE AND SALES STAFF, IMPROVING SERVICE KPIS BY 18%
- NEGOTIATED VENDOR CONTRACTS THAT REDUCED PROCUREMENT EXPENSES BY 15%

HR ASSISTANT

BLISHOPER, INDIA | JAN 2022 – OCT 2023

- MANAGED FULL-CYCLE RECRUITMENT AND ONBOARDING FOR 50+ EMPLOYEES ACROSS MULTIPLE DEPARTMENTS
- MAINTAINED HRIS RECORDS, ADMINISTERED PAYROLL AND BENEFITS PROGRAMS WITH 100% ACCURACY
- DEVELOPED AND LAUNCHED AN EMPLOYEE ENGAGEMENT PROGRAM, INCREASING RETENTION BY 20%
- DELIVERED TRAINING SESSIONS ON WORKPLACE ETHICS AND PROFESSIONAL DEVELOPMENT FOR 200+ STAFF

ACCOUNTANT & RETAIL MANAGEMENT PROFESSIONAL

IRANI GOLD & DIAMONDS (WHOLESALE & RETAIL), CALICUT, INDIA | JUL 2018 – DEC 2021

- MAINTAINED LEDGERS, PREPARED INVOICES, AND PERFORMED MONTHLY BANK RECONCILIATIONS
- CONTROLLED INVENTORY VALUATION AND STOCK LEVELS FOR HIGH-VALUE MERCHANDISE
- PREPARED AND PRESENTED MONTHLY FINANCIAL REPORTS WITH ACTIONABLE INSIGHTS TO SENIOR MANAGEMENT
- AUTOMATED INVENTORY TRACKING PROCESSES, REDUCING DISCREPANCIES BY 30%

SKILLS

- PROCESS OPTIMIZATION & COST REDUCTION
- FINANCIAL MANAGEMENT & AUDITING
- PRODUCTION PLANNING & QUALITY ASSURANCE
- HUMAN RESOURCES & TALENT ACQUISITION
- ERP SYSTEMS & ADVANCED EXCEL ANALYTICS
- TEAM LEADERSHIP & MENTORSHIP

EDUCATION

POSTGRADUATE DIPLOMA IN MASS COMMUNICATION & JOURNALISM
CALICUT UNIVERSITY | 2018

BACHELOR OF ARTS IN ENGLISH LANGUAGE & LITERATURE
CALICUT UNIVERSITY | 2016

CERTIFICATIONS

- ERP SYSTEMS & DATA ANALYTICS (CANVA,EASYBIZ,POLLOSIS,DITS,MSOFFICE,EXCEL)
- COMPUTER HARDWARE & SOFTWARE (ASSEMBLY, TROUBLESHOOTING, INSTALLATION)

LANGUAGES

- MALAYALAM
- ENGLISH
- ARABIC
- HINDI
- TAMIL

EXTRACURRICULAR ACTIVITIES

- SPEARHEADED MARKETING CAMPAIGNS FOR FAWRI LLP, A LIFESTYLE APPAREL DISTRIBUTION COMPANY, ACHIEVING A 25% INCREASE IN BRAND VISIBILITY AND CUSTOMER ENGAGEMENT.
- DESIGNED AND EXECUTED STRATEGIC SALES INITIATIVES FOR HOME TECH, A DISTRIBUTOR OF ELECTRICAL ITEMS, DRIVING A NOTABLE UPTICK IN PRODUCT DEMAND ACROSS REGIONAL MARKETS.
- ACTIVELY PARTICIPATED AS A SHORT-TERM DISTRIBUTOR FOR AN ARAB FOOD DISTRIBUTION COMPANY, SPECIALIZING IN HIGH-DEMAND FOOD PRODUCTS; SUCCESSFULLY EXPANDED MARKET REACH BY BUILDING CONNECTIONS WITH LOCAL RETAIL OUTLETS.
- EXPERIMENTED WITH ENTREPRENEURIAL OPPORTUNITIES ACROSS MULTIPLE INDUSTRIES, GAINING HANDS-ON EXPERIENCE IN MARKETING, PRODUCT DISTRIBUTION, AND BUSINESS DEVELOPMENT.

Nationality: Indian | Date of Birth: 08/11/1995 | Passport No.: N8487914

VISA TYPE: VISITING VISA 60 DAYS (07/06/2025)