

HARIS HAMID FAROOQUI

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CURRICULUM VITÆ

OBJECTIVE:

To seek the opportunity in any organization in which I can utilize my skills in a better way.

WORK HISTORY:

Organization: **SANTE Private Limited**



Organization Type: **Pharmaceutical**

Current Designation: Sr. **Planning Officer**

Brief Job Description (From 2016 to 2018)

- Stock Taking & Maintain
- Order Placing
- Preparing and submitting all the computerized & manual documents.
- To utilize the worker staff as per workload
- Also, resolve the query between packing & Raw Material store and production dept.
- Preparing Physical Stock Report Monthly

(From 2018 to date)

SAP ACTIVITY

- Responsible for ensuring access to all the necessary background information needed for the planning process
- Providing a monthly overview, segmented into weekly and daily plans.
- Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- To coordinate with purchase department for timely availability of material (packing/raw).
- To update and check inventory management system (SAP, Production Planning Module)
- To enter production plan in system and update time to time. (Create process order and, purchase requisition, update and release)

- To arrange provide necessary information to Sr. Manager Planning regarding planning and product.
- Revise production schedule when required.
- Create the communication loop of planning with production manufacturing process of the company.
- Effectively manage the availability of Materials Products as Per Production Plan by Monitoring the Stakeholders for Achieving Production Targets
- Handling Real time in outflow of Materials Production on SAP Performing ageing Analysis for on time
- Utilization of the inventory Resulting in Enormous Cost Saving Through Optimum Level of Inventory Management
- Reported to warehouses Head for Raw Material Store Activities
- Raw Material Receiving Handling Storage and Dispensing loan Activity Record in SAP
- Responsible to audit the Raw Materials of The Batch to Q.A department
- Responsible to arrange Raw Material According to weekly plan for production given by Planning department
- Responsible to be with financial audits team for Raw materials and successful Reports from auditors
- Responsible to handle the warehouse operation storage and dispatches of finished products
- Responsible for releasing and making orders in SAP.
- Responsible for making of purchase requisition and release.

EDUCATION & CERTIFICATE:

- Matric in Computer Science (Little Paradise School) 2005

COURSES CERTIFICATE:

- Office Automation & Hardware maintenance (2011)
- Peach Tree & Excel Advance (2017)
- SAP S4HANA (2020)

PERSAONAL INFORMATION:

- Father's Name: Abdul Hamid Farooqui
- Marital Status: Single
- CNIC No.: 42101-6304905-3
- Religion: Islam
- Driving License: 4210163049053#976 (Bike, Car)
- Passport No.: CL6279052

SKILLS:

- **MS Office**
- **Internet & Email**
- **SAP S4HANA**
- **Troubleshoot system program**
- **Computer Hardware Knowledge**
- **Computer Software Knowledge**
- **Internet Applications**
- **Freelancing**
- **Blogging**

LANGUAGE:

- **URDU**
- **ENGLISH**

REFERENCES:

Available upon request