



CONTACT



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SKILLS

- Team Work
- Time Management
- Leadership
- Problem-solving Skill
- Decision making
- Good Management
- Risk-taking
- Delegating tasks
- Reliability
- Flexibility
- Ms Office

MUHAMMAD MANSOOR

PROFESSIONAL PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Account Officer

Signtrade karachi

Mar 2020-Present

Key Responsibilities as Account Officer

- Process accounts payable and receivable, depending on role
- Utilize database software to organize financial account information
- Handle account inquiries from internal and external sources
- Make regular contact with clients to ensure payment
- Ensure company financial accounts, such as credit cards, are paid on time
- Perform internal audits on financial activities as necessary
- Review both incoming and outgoing invoices
- Generate financial reports for review regulatory authorities

Floor Incharge

United Towel Export Karachi

2013-2020

Key Responsibilities as Floor Incharge

- Supervise staff.
- Train staff to perform allocated roles.
- Manage inventory.
- Assist customers with any queries or requests.
- Administer pay slips to staff.
- Audit functionality for all equipment before commencement of production.
- Handle technical issues encountered during production.
- Inform the direction team of any relevant off-camera action.
- Maintain control of the audience and ensure their safety.
- Oversee the readiness of the set and talent for filming.
- Provide technical advice to the creative leadership on studio equipment required.
- Relay information between the creative leadership, floor crew and talent.

LANGUAGE

- English
- Urdu

REFERENCES

- References Available
Upon Request

Godown Incharge (Warehouse Incharge)

United Towel Export pvt ltd

3 year

Key Responsibilities as Godown Incharge

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.

stitching supervisor (Sewing Supervisor)

Feroze1888 Mills Limited

2011-2013

Key Responsibilities as stitching supervisor (Sewing Supervisor)

- Manage the workers & execute the production plan
- Monitor activities related to stitching, grading & packing, and meet the assigned production targets
- Present fabric for Inline QC and final audit
- Maintain the quality standards and train the workers.
- Minimize B & C grade
- Ensure the implementation of HSE and housekeeping on floors.
- Return excess accessories and fabric from the floor after order closing.

EDUCATION

B.Com in Karachi University, (2019)

Intermediate with Commerce in Karachi Board. (2009)

Matric Science in Karachi Board (2007)

Short Course M.S. Office.

SAP/ERP working experience

SEMINAR / WORKSHOP

- Time Management seminar
- Stress Management seminar
- Risk Management Workshop

AWARDS / HONORS

- Best Performance Award
- Employee of the month 2018
- Excellence Award