



## Hanif Shehzad

03125017617 | hanifshehzad81@gmail.com  
Village and post office Hassar, Tehsil Hassan abdal, District Attock

Hiring Manager  
Alkhair Foam Pvt Ltd  
Sawabi

Subject: Application for Floor In-Charge (Production)

Dear Hiring Manager,

I am writing to express my strong interest in the Floor In-Charge position at Alkhair Foam Pvt Ltd. With a proven ability to increase production efficiency and reduce costs, I am confident I can deliver immediate results for your team.

My strength lies in quickly mastering production systems to drive performance. Though new to foam manufacturing, my systematic approach to optimizing workflows, minimizing downtime, and leading teams has consistently increased output by 7–15% while reducing unit costs. I am adept at precise scheduling, material flow management, and enforcing quality and safety standards—skills directly applicable to your foaming, cutting, and quilting operations.

My experience aligns with your needs, including daily production oversight, team supervision, and continuous process improvement. I am eager to apply this hands-on, results-driven approach at Alkhair Foam.

Thank you for your consideration. I look forward to discussing how I can contribute to your production goals.

Sincerely,  
Hanif Shehzad



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### OBJECTIVE

Highly skilled professional with over 15+ years of experience in Production Management and Store Administration. Expertise in cost-effective operations and efficient repair functions through strong planning and organizational abilities. Demonstrated ability to analyze complex problems, implement effective solutions, and drive productivity improvements that transform challenges into positive outcomes, enhancing overall operational effectiveness. Recognized for unwavering honesty, ethics, and integrity across all professional experiences.

### EXPERIENCE

2025 -

- **Technical Officer Production**

Envicrete LTD

- Orchestrated daily production operations to meet stringent deadlines, ensuring 100% on-time order fulfillment.
- Managed and optimized manpower allocation to maximize productivity and minimize downtime.
- Implemented and monitored rigorous quality control checks throughout the production lifecycle, significantly reducing defects.
- Oversaw the entire production process from raw material staging to final product delivery, ensuring seamless workflow.
- Utilized technical expertise to troubleshoot equipment issues swiftly, maintaining continuous production flow.
- Enforced strict adherence to Standard Operating Procedures and safety protocols, ensuring a zero-incident work environment.
- Analyzed production data to identify areas for improvement in efficiency, waste reduction, and cost-saving.
- Coordinated with maintenance, logistics, and warehouse teams to align production output with dispatch schedules.

2020 -  
2024

- **Production Manager**

Arooj Health Hygiene Home, Dera Ismael Khan

- Managed end-to-end procurement activities, including vendor sourcing, contract negotiations, and cost-effective purchasing of raw materials to ensure optimal supply chain performance.
- Oversaw production operations, ensuring strict compliance with quality control, safety regulations, and industry standards.
- Maintained accurate inventory control, conducting regular stock audits and

implementing efficient replenishment strategies to prevent shortages or overstocking.

- Optimized procurement and production workflows, identifying cost-saving opportunities and process improvements to enhance operational efficiency.
- Supervised a cross-functional team, providing training, performance evaluations, and ensuring adherence to operational and safety protocols.
- Handled administrative functions, including documentation management, budget tracking, reporting, and coordinating with finance, logistics departments to support seamless operations.
- Implemented and maintained administrative systems, streamlining record-keeping, compliance documentation, and interdepartmental communication for improved productivity.

2016 -  
2019

- **JTO Production**  
Envicrete Ltd

- Managed on-time delivery and product excellence through efficient resource management, quality control, and team leadership.
- Managed store operations, including inventory control, material issuance, and stock audits.
- Coordinated procurement activities, ensuring timely and cost-effective sourcing of supplies.
- Maintained proper storage conditions and workplace safety standards.

2012 -  
2016

- **Despatch Store Supervisor**  
Siddiqsons Printing & Dyeing pvt ltd, Lahore

- Supervised dispatch operations, ensuring timely delivery of finished goods.
- Maintained accurate inventory records and conducted regular stock audits.
- Coordinated with production and logistics teams to streamline dispatch processes.
- Ensured compliance with safety and quality standards in storage and dispatch areas.

2007 -  
2012

- **Production Supervisor**  
Siddiqsons Printing & Dyeing pvt ltd, Lahore

- Supervised the finishing department, ensuring quality control and timely completion of orders.
- Monitored production workflows and implemented process improvements.
- Trained and managed production staff, ensuring adherence to safety and operational standards.
- Coordinated with other departments to meet production targets.

2002 -  
2007

- **Supervisor**  
Mak Constructions, Wah cantt

- Supervised construction sites operations, ensuring timely completion of projects.
- Managed material inventory and coordinated with suppliers for timely

deliveries.

- Ensured compliance with safety standards and quality control measures.
- Trained and supervised construction staff, maintaining high productivity levels.

## EDUCATION

- 2009 • **Graduation**  
AIOU Islamabad
- 2002 • **CT**  
AIOU ISLAMABAD
- 1999 • **Intermediate**  
BISE RAWALPINDI
- 1997 • **Matric**  
BISE RAWALPINDI

## SKILLS

Enterprise Resource Planning  
and Management. ( ERP)

60%

Quality Management System  
(ISO 9001-2015)

80%

Environment Management  
System (ISO 14001-2015)

80%

Conflict Resolution

80%

Team Management

80%

Workflow Streamlining

80%

## PERSONAL DETAILS

- Date of Birth : 27/10/1981
- Marital Status : Married