

SARAH JAWEED

Citizenship: Pakistan Date of Birth: January 22nd, 1991

Address: House No H-16, Phase 2 Defence View, Karachi

OBJECTIVE

To contribute the best of my abilities and experience towards the growth and development of a progressive institute that provides challenges, encourages advancement and rewards achievement with the opportunity to utilize and enhance my substantial skills.

ACADEMIC RECORD

- **MEM in Industrial Management-CGPA 3.54**
Batch 2013-2014, NED University of Engineering and Technology, Karachi
- **B.E. in Textile Engineering**
Batch 2008 - 2009, NED University of Engineering and Technology, Karachi
 - **Position Holder** (in all four years)

TEACHING EXPOSURE

NED University of Engineering and Technology

Lecturer in Textile Department

(Contract)

Nov 2020 - Present

Major Responsibilities:

Class Advisor

Taught Textile Chemistry

NED University of Engineering and Technology

Visiting Faculty in Textile Department

Nov 2017 – March 2018

Major Responsibilities:

Taught Textile Raw Material and Fluid Mechanics

PUBLICATION

- Successful publish of paper “**Implementation of waste assessment matrix and line balancing for productivity improvement in a high variety/high volume manufacturing plant**” in 5th International Mechanical Engineering Congress-ESMD-2015, IEP Convention Center, Karachi.

ADDITIONAL COURSES

- On “**Managing a Brand Launch**” held from 13th November to 14th November 2015 at PSTD
- On “**Communicate to Connect**” held from 29th September to 30th September 2015 at PSTD
- On “**Supply Chain Management**” held from 11th October to 23rd October 2012 at NED University of Engineering and Technology.
- On “**Project Management**” (One CPD Credit Point) held on 22nd October 2012 at NED University of Engineering and Technology.
- On “**MS Project**” held on 22nd December 2012 at NED University of Engineering and Technology.

INDUSTRIAL EXPOSURE

Midas Safety, Canada	
Associate Account Manager, Sales and Operation July 2017 – Nov 2020	Deputy Manager Planning and Co-ordination, Supply Chain January 2017 – July 2017
Major Responsibilities:	Major Responsibilities:
Liaison between customer and factories	On time response to customer’s quires via customer satisfaction methodology.
Handle operations for UK, France and East Europe	Control and Monitoring over all planning of product covering raw material planning, production planning and all necessary supply chain activities
Monitoring all the operations from order confirmation to send shipping documents to customer	Send the shipping documents to export department on time.
Follow up to proceed on time shipments	Take care of new developments and projects.
Handling customer complaints	Monitoring and achieve the sales target and resolve the hindrance.
Assist Key Account Manager in sales, service and marketing	Looking after orders booking as per capacities and make sure capacities should be fully utilized.
Follow up of pending payments as per payment term decided	Take new initiatives to improve the overall supply chain activities.
Maintaining healthy relations with the customers to enhance service level.	Reporting via Business Explorer Analyzer
Business analysis, customer order trend analysis, increasing and decreasing trend analysis	Training of new employee related to sales and distribution activities.
Follow up sales inquiries with buyers to materialize orders.	Deliver the goods as per customer request beside production feasibility
Customer demand analysis	Finalize the shipments plan.
Negotiating with the customers while offering new Products	To design the Layout of warehouse and implementation 5s

Midas Safety, Canada	
Assistant Manager Planning and Co-ordination, Supply Chain January 2015 – December 2016	Senior Officer Planning and Co-ordination January 2014 – December 2014
Major Responsibilities:	Major Responsibilities:
Convert the purchase order into sales order via SAP and finalize the monthly sales target.	Make a production Plan
Looking after orders booking as per capacities and make sure capacities should be fully utilized.	Proper execution of plan to resolve the production related issues.
Provide shipments go ahead.	Follow up for the raw material availability.
Improving the whole supply chain activity.	
Monitoring and achieve the sales target and resolve the hindrance.	

Midas Safety, Canada	
Officer Planning and Co-ordination, Sales and Distribution August 2013 – December 2013	
Major Responsibilities:	
Make sure the shipment related documentation is completed on time.	
Look after orders should be dispatched as per requested mode of shipments and as also per committed date.	
Conversion of planned orders into process orders via SAP	
Monitoring of sales target.	

Artistic Milliners Private Limited	
Management Trainee February 2013 – August 2013	
Major Responsibilities:	
Update the check list of raw material and packaging trims of every order.	
Update the data of every order in oracle	
Work to improve the quality of garment	
Help in documenting the existing layout of cutting, stitching and finishing	
Compile the report of every step involved in garment making	

PROFESSIONAL FEATURES

- Acquainted with the use of MS. Excel, MS. Word & Power point.
- Effective communicator in a diverse multicultural environment
- Familiar with concepts and use of “SAP-an ERP Software”. Using it in industry since August 2013.
- Ability to work in challenging environment.
- Have excellent negotiation skills
- Know Auto CAD 2008.
- Familiar with the use of Business Explorer Analyzer

PROFESSIONAL MEMBERSHP

- Pakistan Engineering Council (PEC)

INTERNSHIP

Gul Ahmed Textile Mills Ltd

Internee

1st June 2011 – 30th June 2011

Dyeing department

AREAS OF INTEREST

- Textile Science
- Supply Chain Management (Textile)
- Technical Textile
- Merchandising
- Strategic Planning and Decision Making
- Agile Lean Manufacturing
- Project Management Framework and Tools

ACADEMIC PROJECT

- **Final year project** Exhaust dyeing of cotton with reactive and direct dyes using sea water
 - Lesson learnt
 - ✓ leadership
 - ✓ Team work
 - ✓ Intelligent thinking
 - ✓ Time management

SEMINARS AND WORKSHOPS ATTENDED

- Seminar on “DREAM EXPO 2015 (PRE-CONFERENCE) and INFO SEMINAR ON FREE EDUCATION WITH SCHOLARSHIP IN GERMANY WITH JOBS AND IMMIGRATION” held on 8th February 2015 at Baharia Auditorium, Kaarsaz.
- “First NED International Textile Conference NEDITC 2014” held on 13th March 2014 at NED University of Engineering and Technology.
- 2ND International Conference Marketing on “CHANGING MARKET PARADIGMS” held on 3rd and 4th May 2014 at IBA, Karachi.
- Workshop on “Forth Dimension – Personification” held on 31st March 2011 at NED University of Engineering and Technology.
- Work shop on “Youth Forum 2011” held on Wednesday, 23rd February 2011 in BAHRIA AUDITORIUM, Karachi
- Workshop on “KEYS” held on 23rd July 2011 at NED University of Engineering and Technology.
- Workshop on “KHOAJ-DISCOVER THE APNA APP” held on 10th September 2011 at NED University of Engineering and Technology.
- Workshop on “Brand Yourself” held at NED University of Engineering and Technology, 2011.
- “Youth X-po Conference” held from 1st October to 2nd October 2011 at Expo center, Karachi.

AWARDS AND CERTIFICATES

- Participated in Urdu debate competition (Nazriya Pakistan Foundation Sindh Committee) ,2004, got 2nd position
- Participated in Urdu debate competition (Nazriya Pakistan Foundation Sindh Chapter) ,2003, got 3rd position