

Glass Open Book



Production Assistatn

£10-50k per year

Field of activity: Production
Glass industry sector: Glass container, Glassware
Type of employment: Full-time

Preparing daily stock report and reconcile with physical stock.
Preparation of Monthly Stock report . Supervising
Ware House stacking
Verification of Physical available stock with daily stock report. Following the rules FIFO & LIFO.
Coordinating with transporter to arrange vehicle . Preparing outward gate pass and Coordinating with middle role manager and executive. Delivery challan.
Supervising vehicles loading. Follow Dispatches as per Sale order.
Receiving sale order and manage dispatches as per marketing demad.
Drafting e-mails and reporting to managers drafting in M/s Word, Excel, PowerPoint,
Reviewing e-mails/Answering e-mil e-mail, letter writing and composing mail.
Arranging meeting at plant regarding budget, day to day
Preparation/checking of bills of.
Preparing Monthly shift schedule of deparment. Transportoand routine matter discussion Planning, Organizing, controlling and
Write and release public notice and letter as Boucher, leading Preparation of daily, monthly/annual reports
company subordinates/colleagues.Official notice.
• Arrange meeting with executive, customer and clients.

Languages: English, Urdu
Living location: Pakistan
Preferred job location: Worldwide
Willingness to travel: Any-time

Work experience

Company: GHANI GLASS LTD
Job title: Production Assistant
Jun 2007 - Present (17 yrs 11 mos)
Responsibilities: Production planning Production schedule Machine activities production downtime Daily, monthly annual production budget working Furnace pull assessment

Education

School: virtual university of Pakistan
master, Management Sciences
2015 - 2017