

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 (18 yrs 9 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