

**N.K. SUHAIL AHMED**

**#1A, Khaiyoom Nagar, Melvisharam - 632509, Vellore Dist., Tamil Nadu, India.**

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### **Career Objective:**

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

### **Work Experience: 23 Years**

**Current Designation : Manager**

**Company Name : K H Exports India Pvt Ltd, *Glove Division*,**

**Department : Centralized leather store / IMS Coordinator**

**Duration :** From March 2002 to August 2004 Worked in Cutting Department,  
From September 2004 to April 2012 Worked in Design Department  
From May 2012 to February 2014 Worked in Commercial Department  
From March 2014 to July 2016 Worked in Assembly Department  
From August 2016 to November 2023 Working in QA Department and  
From December 2023 to till date taking care of Centralized Leather Store and IMS Coordinator

### **Roles & Responsibilities in Centralized Leather Store (Gloves / Wallet / Belt):**

- Oversee daily operations and ensure inventory accuracy by updating records of stock, receipts from PO, and returns.
- Manage inventory control and coordinate with suppliers to maintain product availability and quality.
- Responsible for stock rotation and coordinate the disposal of surpluses
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- Ensure compliance with company policies and legal regulations while preparing reports for management.

### **Roles and Responsibilities in IMS Coordinator:**

- Oversee the implementation and maintenance of the Integrated Management System (IMS) to ensure compliance with ISO standards.
- Conduct internal audits, risk assessments, and process evaluations to identify areas for improvement.
- Maintain and update IMS documentation, including policies, procedures, and records.
- Coordinate training programs to enhance staff awareness and adherence to IMS requirements.
- Monitor corrective and preventive actions, ensuring continuous improvement in quality, health, safety, and environmental standards.

### **Roles & Responsibilities in QA Department:**

- Implement and enforce quality control standards
- Oversee inspections, testing, and compliance with industry regulations.
- Manage defect analysis and corrective actions to improve production.
- Collaborate with suppliers and production teams to ensure material and craftsmanship quality.
- Document quality reports and drive continuous improvement initiatives.
- Ensure the proper usage of available tools to gain the maximum benefit of the QA effort.
- Prepare the Quality performance report and conduct the review meeting, Weekly, Monthly and Annually.

### **Roles & Responsibilities in Assembly Department:**

- Assemble the components by following design specifications and production guidelines.
- Ensure quality standards are met throughout the assembly process.
- Maintain and care for tools, machinery, and equipment used in assembly.
- Collaborate with production and quality control teams to ensure timely and efficient product delivery.
- Ensure the proper handling and storage of materials to avoid damage during assembly.
- Monitor production efficiency and suggest improvements to streamline processes.
- Output and efficiency report submit to Top Management.

### **Roles & Responsibilities in Commercial Department:**

- Analyzing a Product can be manufacture effectively and efficiently in production.
- Process / Method Improvement
- Automation (From Manual Work to Machine)
- Cost Reduction
- Providing Guidelines
- Bottle Neck Operation Analyzing
- Arranging all the required materials (Tools, Cutting Dies, Re-cutting Dies, SOP (Standard Operating Procedure)
- After Final Approval of Commercialization process, hand overing the packages to Concern Department for proceeding further process - Pilot run / Production.

**Roles & Responsibilities in Designing Department:**

- Product Developer
- Pattern making based on Customer Design
- Own Design Developments and presenting to Customers
- Communications Internal & External
- Defined Sample production process, Quality check points, Inspection data sheets for new products
- Worked closely with the production team for timely completion of Samples from cutting to packing.
- Consumption Analyzing
- Coordinating for Preparing Spec Sheet & BOM for each and individual styles

**Roles & Responsibilities in Cutting Department:**

- Oversee the cutting of leather to ensure precision, minimal waste, and quality standards.
- Prepare detailed production schedule.
- To feed sewing sections smoothly with regular inputs.
- Coordinate with the production team to meet work orders and deadlines.
- Train and guide subordinates for maximum efficiency and minimum cutting losses.
- Prepare reports for Top Management.

**Samples developed for all the Below Customers:**

Coach (New York)	Totes (US & France)	Ralph Lauren	Tommy Hilfiger
Roeckl (Germany)	Massimo Dutti (Spain)	Southcombe (UK)	Calvin Klein
Hennes & Mauritz (Sweden)	Mark & Spencer (UK)	Caponi (Italy)	Hugo Boss

**Field of Interests:**

Design & Development  
Commercial Department  
Overall production  
Leather Store  
QA

**Skills:**

Good Communication  
Problem Solving & Decision-Making  
Positive Attitude  
Teamwork  
Willingness to Learn  
Creativity  
Public Speaks

**Implants Training at:**

5S – (Zone Leader)  
Personality Development & Communication Skill  
Kaizen  
QMS Coordinator  
IMS Coordinator

**Achievements:**

Reduction of Man Power on regular process (Manual operation change to Machine)  
Cost Deduction (Saving in Material Consumption)  
Certificate from Mark & Spencer Customer for NQC  
10 times Appreciation letter from Factory  
Certificate [1st Rank] from KH Learning Academy  
Certificate of Internal Auditor – ISO 9001-2015

**Strength & Hobbies:**

To make a Process in such a easiest way in which the uneducated person can also understand clearly.  
Creativity - Creating New Ideas  
Cricket  
Travelling.

**Academic Qualification:**

**MBA - 1st class (Feb 2011)**  
Vinayaka Mission University, Salem

**BBA – 3rd Class (March 2006)**  
University of Madras

**Computer Proficiency:**

IT Foundation – A+ Grade [May 2008]

**Personal Details:**

Father Name : N.K. Md. Khasim  
Marital Status : Married.  
Date of Birth : 17-05-1984.  
Nationality : Indian.  
Languages Known : English, Hindi, Tamil and Urdu.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Melvisharam  
Date:

Yours faithfully,  
N.K. Suhail Ahmed