

# MOHAMED ABDUL RAZAK B.E (Mechanical)



Manager - Production planning / Customer Relationship



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## CAREER OBJECTIVE:

Managers are responsible for ensuring the overall success of departments and organizations Seeking a challenging position as a Manager to contribute to the success of the company that allows me to utilize my experience and abilities



## PROFESSIONAL ABRIDGEMENT:

- ☐ A result-oriented professional 15 years Export Industrial activities.
- ☐ Presently associated with AMMAN GRANITES as Manager Production Planning / Customer Relationship.
- ☐ Demonstrated abilities in implementing strategies for augmenting business and identifying & penetrating new market segments through underwriting.
- ☐ Proficient in customer handling from end to end task.
- ☐ Strong hold on team Productivity Management.
- ☐ Project management and supervising and coordinating work of staff & external third parties. Also managing the product throughout the product lifecycle, gathering and prioritizing product and customer requirements, defining the product vision, and working closely with clients to deliver quality products.



## ACADEMIC QUALIFICATIONS:



**B.E MECHANICAL ENGINEERING - University college of Engineering  
(Anna University) – Dindigul,**



**DIPLOMA IN MECHANICAL ENGINEERING – Tamilnadu Polytechnic  
College - Madurai**

# CURRICULUM VITAE

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## Areas of expertise

Establishing Client relationship  
Handling Sensitive  
Negotiations  
Marketing Strategies  
Business Development  
AutoCAD drawing  
Production Management  
Closing Deals/Deadline



## Personnel skills

Analytical Mindset  
Results Orientated  
Entrepreneurial Spirit  
Excellent Communicator  
Problem Solving  
Good business sense.  
Possessing a 'can do' attitude.  
Making good relations

## **PROFESSIONAL CAREER HISTORY:-**

**MANAGER - PRODUCTION PLANNING / CUSTOMER RELATIONSHIP – May 2022 to present in AMMAN GRANITES PVT LTD., DHARMAPURI**



### **Key Responsibilities:**

- Maintain company data for all projects / customers
- Preparing quotation, prices, invoices, other relevant customer documents for export.
- Update cost & price changes using multiple file types & currency conversions.
- Evaluate price workings for all the export containers
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements
- Accessed incoming orders / upcoming orders from buyer for production supply chain up to shipment (As per promised date to customer)
- Understand what the client's immediate and future order requirements are and accordingly integrate this into our production slot planning
- Assess the client's financial status, spot problem areas and offer solutions to rectify these.

# CURRICULUM VITAE

## **SENIOR CAD DESIGNER – January 2022 – April 2022, MONUSTONE FRANCE., Location Madurai**



### **Key Responsibilities:**

- Preparing 2D, 3D drawing as per customer requirement
- Preparing the templates for all the orders as per customer requirement / communication with factory needs.
- Intermediate communication mediator between all the factories with the buyer
- To verify and send all the finished products as per the drawing and send it to buyer for approval
- To maintain a check list for complete all container to complete within deadline.

## **PRICING MANAGER – April 2016 – January 2022 in GLENROCK ENTERPRISES LIMITED, Madurai**



### **Key Responsibilities:**

- Maintain schedule & manage vendor communication for cost updates.
- Update cost & price changes using multiple file types & currency conversions.
- Evaluate price workings for all the export granite products over 25 countries,
- Prepare Invoices, other relevant documents for export.
- Monitored individual performance results and engaged in timely coaching sessions when necessary
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients
- Arranging Production development meetings with prospective team heads.
- Develop a growth strategy focused both on Production gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Promote the company's products/services addressing or predicting clients' objectives
- Successfully led the PPC team through company changes while maintaining the productivity of the team. Interfaced with senior management to better understand critical objectives and made recommendations when appropriate.

## CURRICULUM VITAE

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- Interview, hire and train new staff for team support and coach newly appointed executive.
- Deliver promised container to customers as assured without fail.
- Coordinate schedules and help fellow employees with any underlying circumstances or issues.

### **PPC MANAGER November 2008 – March 2016 in ARKAY GLENROCK PRIVATE LIMITED., Dindigul**



#### **Key Responsibilities:**

- Accessed incoming orders to optimize faculty utilization / work with customer to identify the product and future demand / Monitored inventory stock requirements
- Optimize productivity utilizing lean manufacturing concepts / Develop production plan
- Analyzed root causes of scrap & develop action plan utilizing six sigma & team problem solving /Maintainer efficient flow with client with period rapid growth rate
- Working closely with the team in generating Production required templates like Job Order Card, AutoCAD drawings, Packing list, 1:1 monument templates, Crate Card, etc as per customer requirement & production ease.
- Organizing events and conducting production daily meeting / Promotional activities
- Monitoring production daily outputs.(sft, Rft,Cu.ft)
- Managing all records of our meetings and conversations with customers.
- Assisting in the creation of in-depth written reports for senior management.
- Responding to supervisor requests for advice and guidance in a timely fashion.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.



### **INDUSTRIAL PLANT TRAINING SERVICE:**

**FENNER INDIA PVT LTD, From December 2007 – May 2008., Madurai**

**SUSEE AUTOS PVT LTD, From June 2006 – Nov 2006., Madurai**



## PERSONAL PROFILE

**Name** : **M. Mohamed Abdul Razak**  
**Father's Name** : **Mr. A. Mohamed Jainulabudin**  
**Date of Birth** : **13/05/1988**  
**Gender** : **Male**  
**Nationality** : **Indian**  
**Marital status** : **Married**  
**Languages Known** : **Tamil, Hindi, English,**  
**Permanent Address** : **45/22 Kazimar street, 3<sup>rd</sup> lane, Madurai-625001**  
**Mobile** : **(+91) 9952160499**  
**Email ID** : **abdul.safil@gmail.com**

### **Declaration:**

**I hereby declare that the information furnished are true and correct to the best of my knowledge, if you provided an opportunity to work for your concern, I would work sincerely and whole-Heartedly.**

**Date:**

**Yours sincerely,**

**M. Mohamed Abdul Razak**