



# SAIF AHMAD

## Management

### Contact Me

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### Social Profile

- linkedin.com/cr8resume
- facebook.com/profile.php?id=100073680228459&mibextid=kfxxjd
- twitter.com/cr8resume

### Other Info

#### Skills

Good Communication Skills, Presentation Skills, Soft Skills, Team Work, Business Etiquette, Effective Email Writing, Telephone



### About Me

Experienced professional with a diverse career spanning Insurance Advisory, Carpet Production Management, Sales, Dyeing Supervision, and Administration. Proven ability to adapt, lead teams, optimize operations, and drive business growth across multiple sectors.



### Experience

Aug 2024 - present

#### Sameer Enterprises | Production Manager

Skilled Production Manager with expertise in overseeing handmade rug production, From design to final product, ensuring quality, efficiency, and timely delivery while managing teams and resources.

Jan 2023 - Aug 2024

#### Orient Palace (Bokhara Palace) | Dyeing Supervisor

- Material Handling
- Material Issu & Received
- Labour Management
- Ledger Mentain
- Stock Mentain

2018 - 2022

#### Sunny Yarn Dyer | Admin Cum Supervisor

2015 - 2018

#### Reliance Nippon Life Insurance | Advisor

Etiquette , Accounting  
Fundamentals , IT  
Foundational Skills,  
Organization, Teamwork,  
Always Punctual, Critical  
Thinking, Social Creativity,  
Interpersonal, Adaptability,  
Friendly Personality,  
Quality Inspection, Color  
Matching.

## Awards

Best App of the year

## Languages

Hindi English,

## Interest

Music, Travelling

## Others

Design and development

Skilled Production Manager with expertise in overseeing handmade rug production, ensuring quality, efficiency, and timely delivery while managing teams and resources.



## Education

2019 - 2022

### Mahatma Gandhi Kashi Vidyapith | Master Of Arts

Stanford people take on audacious problems, bring imaginative new approaches to solving them, and work collaboratively to advance knowledge and make meaningful contributions to our world.

2015 - 2018

### Indira Gandhi National Open University | Bachelor Of Arts

2019 -

### National Institute Of Electronic & Information Technology | Course On Computer Concept

MS Word | | . MS Excel | | MS PowerPoint

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