



DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

University Road, Karachi-75270 Pakistan

Tel: (+92-21) 99261261-8, Ext: 2274, 2218, Email: dil@neduet.edu.pk



'SAY NO TO CORRUPTION'

03-09-2025



Assistant Manager – Planning / Senior Executive Planning – Material for our Planning Department at **Saeed Ghani1888 (Pvt) Ltd**

Position Details:

Position Title: Assistant Manager / Senior Executive – Planning

Location: Tariq Road, Karachi

Department: Supply Chain – Planning

Company: Saeed Ghani1888 (Pvt) Ltd

Job Purpose:

Responsible for planning, forecasting, and ensuring timely availability of raw materials, packaging materials, and other supplies required for production. The role ensures optimum inventory levels, smooth production flow, and cost-effective procurement in line with company requirements.

Key Responsibilities:

- Develop and implement material requirement plans based on sales forecasts, production schedules, and inventory policies.
- Monitor stock levels and initiate purchase requisitions to ensure uninterrupted production.
- Coordinate with procurement, warehouse, and production teams for timely availability of materials.
- Maintain safety stock levels and avoid stock-outs or overstock situations.
- Analyze consumption trends and adjust planning parameters accordingly.
- Liaise with suppliers (through procurement) regarding lead times, delivery schedules, and urgent requirements.
- Review and update Material Requirement Planning (MRP) system data (lead times, minimum order quantity, and reorder levels).
- Generate and share periodic reports on inventory status, shortages, and material planning performance.

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- Support cost-saving initiatives by optimizing order quantities and minimizing excess inventory.
- Ensure compliance with company policies, health & safety, and quality standards.

Requirements:

- MBA / BBA – Supply Chain from a reputable university.
 - 3–5 years of relevant experience in planning, scheduling, or supply chain management.
 - Strong command of Microsoft Excel and planning tools.
 - Excellent analytical, communication, and coordination skills.
 - Ability to work effectively under pressure and manage multiple tasks simultaneously.
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Feel Free to Apply:

Send your updated resume to sadiq.gureshi@saeedghani1888.com
Please mention **"Assistant Manager / Senior Executive– Planning"**.



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