

Ahmad Ashiq

Phone: +92-3396153773 | Email: a.ahmadashiq247@gmail.com | LinkedIn: linkedin.com/in/ahmadashiq

Professional Summary

Results-driven Assistant General Manager with proven expertise in factory operations, human resource management, administration, accounts, and quality control. Skilled in leading cross-functional teams, optimizing processes, reducing operational costs, and ensuring high-quality production standards. Strong decision-making ability with hands-on experience in managing factory staff and improving efficiency in the cotton ginning sector.

Professional Experience

Assistant General Manager

Hafeez Ul Haq Cotton Factory – Oct 2023 to Present

- Managed daily operations across HR, Administration, Accounts, and Quality Control departments.
- Designed and implemented workflow improvements, achieving a 20% cost reduction.
- Successfully recruited, trained, and supervised a workforce of 50+ employees.
- Ensured compliance with quality standards and smooth production processes.

Education

Bachelor of Business Administration (BBA - HRM)

Government College University, Faisalabad | 2019 – 2023

Specialized in Human Resource Management. Completed projects on organizational behavior, recruitment strategies, and HR analytics.

Key Skills

- Factory Operations Management
- Human Resource Management
- Administration & Payroll
- Financial Accounts Handling
- Quality Control & Compliance
- Employee Recruitment & Training
- MS Office (Word, Excel, PowerPoint)

Languages

- Urdu – Fluent
- English – Proficient
- Chinese – Basic