

SAMPLE CV

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PROFILE SUMMARY

Goal oriented professional possess sound exposure of all distribution and transportation planning. Known for driving accuracy, productivity and performance to a new level by efficiently managing the logistics functions. Deadline-oriented, safety and quality focused with profound experience in staying up-to-date with regulations including those related to hazardous shipments, employee safety and freight classifications. In-depth knowledge of national import/export legislation and capability to effectively troubleshoot any issues that arise in freight transportation.



Proficient at managing, administering and providing specific assignments to buyers to effectively achieve cost and availability goals as well as fostering strong supplier relationships. Experience in looking after internal fleet of Earth moving equipment and their operators. Well versed with ERP System such as COINS, Microsoft Dynamics. Possesses strong communication, analytical, presentation and problem solving skills to deliver products according to the customer requirements.

Core Competencies: Strategic Planning, Operations Management, Logistics Management, Team Management, Cost Management, Documentations and Record Keeping, Distribution Management, Fleet Operation Monitoring, Training and Development, Procurement Management

WORK EXPERIENCE

Logistics and Procurement Coordinator
Habtoor Leighton Group UAE

Since Dec 2014

Significant Highlights:

- Proved instrumental in dispatching equipment's and components to Qatar and Oman projects.
- Displayed excellence in monitoring of Equipment Operator Location, personal files, Transfer memo and other issue.
- Efficiently handled Offshore (ZADCO) internal hire equipment and operator issues.
- Expertise in coordinating with safety department for pre delivery inspection of internal and external equipment and arranging third party inspection for equipment and operators.
- Successfully minimized the hiring rate of equipment and transport by 10 to 20 % in almost all hires and gave profit to my company by a huge number.
- Efficiently changed the system of delivery of items internal and external hired both which result a great time saving and more effective and smooth delivery.
- Strategized and created certain reports regarding comparison between internal and external hire which helped management to monitor and turnaround the downtime of breakdown internal fleet.

Key Responsibilities:

- Recommending optimal transportation modes, routing, equipment, or frequency. Creating policies and procedures for logistics activities.
- Handling 20 different projects. Managing hiring of Earth moving Plant/ Equipment and Machinery used in construction of bridges, roads as well as buildings.
- Maintaining metrics, reports, process documentation, customer service logs, trainings and safety records. Resolving problems concerning transportation, logistics systems, imports or exports and customer issues.
- Ensuring carrier compliance with company policies or procedures for product transit or delivery. Reviewing environmental audits for logistics activities, such as storage, distribution and transportation.
- Receiving quotations from suppliers for project bidding/estimating. Making comparison sheet for LPO and preparing LPO for transport and equipment.
- Analysing all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products and supplies.
- Communicating freight transportation information to customers or suppliers, using transportation management and freight information systems, to improve efficiency, speed, or quality of transportation services.

- Maintaining relationship with vendors, suppliers and working as the company's focal point with the projects stakeholders.
- Monitoring of Equipment VS Operator. Conducting monthly tool box meeting with various operators. Working in sites regarding all breakdown issues and arranging for the replacement.
- Providing assistance in internal equipment mobilization/demobilization. Conducting machine double shifting encoding in COINS.
- Entrusting with the accountability to maintain operators 3rd party certificate, ID and Driver License and equipment registration File update.
- Compiling machine location vs operator Monthly report. Preparing offshore (ZADCO) operator's weekly report.

Data Management Officer

Alam Group of Companies, UAE

Apr 2013 to Jul 2014

Key Responsibilities:

- Formulated techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data. Established rules and procedures for data sharing with upper management, external stakeholders etc.
- Devised and implemented efficient and secure procedures for data handling and analysis with attention to all technical aspects.
- Assisted with reports and data extraction when needed. Troubleshot data-related problems and authorize maintenance or modifications.
- Monitored and analyzed information and data systems and evaluate their performance to discover ways of enhancing them.
- Prepared goods receiving note of goods received from suppliers. Managed transfer of intercompany goods.
- Troubleshot networking and hardware of branch computers and other devices. Monitored printing of Barcode and Shelf tags.

Data Entry Operator

Ministry of Interior of Pakistan, NADRA

Dec 2011 to Feb 2013

Key Responsibilities:

- Inserted customer and account data by inputting text based and numerical information from source documents within time limits.
- Compiled, verified accuracy and sorted information according to priorities to prepare source data for computer entry. Reviewed data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Generated reports as well as stored completed work in designated locations and performed backup operations.
- Shouldered accountability to enter data from source documents into prescribed computer database and files.

EDUCATION

- 2015** Certification - CISP – Certified International Supply Chain Professional, International Purchasing and Supply Chain Management Institute USA
- 2012** Bachelor of Science (BSc), University of Peshawar K.P.K Pakistan
- 2011** IELTS (International English Language Testing System), A.E.O (Australian Education Office), Pakistan

PROFESSIONAL ASSOCIATION

- Civil Defense Department Rescue Services, Government of N.W.F.P Pakistan

PERSONAL DETAILS

Date of Birth: 9th August 1993
Nationality: Pakistani
Languages Known: English and Urdu

REFERENCES

M.Faizal Hire Desk Manager at Habtoor Leighton Group (U.A.E), Mobile: 00971-52-8730373
Ernist Branch Manager at Alam Group of Companies Dubai (U.A.E), Mobile: 00971-56-2071457