

MUHAMMAD ABDULLAH

LOGISTICS PERSONNEL



CONTACT



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PROFILE

To obtain a Logistics / Administration position where more than 03 years of experience conceptualizing ideas, seizing opportunities, building operations, proven record of customer services management, detailed expertise in operations/administrative management and technical skills.

EDUCATION

Masters in Business Administration
Sindh Madressa Tul Islam Uni University
2019-2021

Bachelors in Business Administration
Ilma University
2015-2019

MY EXPERTISE

PROFESSIONAL

E Commerce Operations

Logistics / Supply Chain

Warehousing Operations

Hub Operations

Manifest inbound/outbound

Handling of Dangerous Goods

Import & Export EIF Management

EXPERIENCE

LOGISTICS SUPERVISOR

PDHS Couriers | Jan 2019 - Aug 2021

- Coordinate and monitor supply chain operations/ Coordinating transportation providers to ensure prompt and proper movement of shipments.
- Ensure premises, assets and communication ways are used effectively.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Responding to customer inquiries and referring clients to the proper channels.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse stock, executed orders etc. Reviewing purchase orders and shipping documents to ensure accuracy.
- Managing distribution and shipment budgets. Evaluated hiring, firing and promotions requests. Determined priorities and set policies.

SKILLS

HIGHLIGHTS

Microsoft Office: (Word , Excel , PowerPoint)

Windows: (7 , Vista , XP, Bios)

Adobe Photoshop

Internet Navigation & E-mail Editing (Formatting Docs) Administrative, Inventory, Safety Administrative support, Leadership, Sales

Adobe Photoshop, Letters, Scheduling

Streamline, Logistics, Shipping

Benefits, Marketing plans, Strategic CRM, Office, Workflow

Information Technology, Reporting

Internet Navigation, Research

Logistics support and recovery

Managerial skills

Logistics modules

LANGUAGES

English (Speaking)

Urdu (Speaking)

Hindi (Speaking)

ABOUT ME

Nationality: Pakistani

Date of Birth: 05 October, 1995

Marital Status: Single

VisaStatus: Visit Visa up to 08 Feb, 2022

Driving License: Pakistan

LOGISTICS EXECUTIVE OFFICER

PDHS Couriers | Jan 2018 - Jan 2019

- Implemented strategies to improve processes, systems and behavior
- Prepared updated shipment reports for executives and clients. Managed monthly freight cost reporting processes.
- Provided updates on critical shipments to corporate departments and customers.
- Monitored and complied with strict budgets by negotiating freight in alignment with needs and specifications.
- Supervising & Controlling Networking Incoming & Outgoing Records
- Import (FOB) (EIF Management) (Custom Clearance Process) Freight Forwarding Reporting Details (By Air - Train)
- Hub Operations (Direct & Transit Stations)
- Handling of Dangerous Goods (As per standard policy by ICAO)

OPERATIONS IN-CHARGE

AIRMAN Express | Jan 2017 - Dec 2017

- Managing stock control and inventory checks.
- Having a keen eye on budgets and budgetary changes. Communicating changes in an order process to relevant parties. Ensuring that health and safety regulations are followed.
- Documenting procedures for third-party monitoring. Creating and monitoring projects and teams.
- Reviewing workloads and manpower to ensure targets are met. Ensuring staff working on processes are happy and operating efficiently.
- Supporting all functions of the business to work together.

ADMINISTRATIVE ASSISTANT

ZAMZAM Traders | Mar 2015 - Dec 2016

- Enter data of new hires, terminations other status changes. Generate periodic change report for HR Finance.
- Submit unemployment filings.
- Assist in processing Payroll for employees.
- Generate periodic census report for postings; calculating exchange rates, annual salary with benefits.
- Assist Benefits Manager with administrator tasks like mailings, and benefit communications.
- Perform other general office duties for HR department like ordering office supplies, coordinating office space equipment, and distributing daily mail.

PERSONAL INFORMATION, EDUCATION AND CREDENTIALS AVAILABLE UPON REQUEST