



Summary

Highly reliable and focused Logistics Specialist successful at managing company assets, material's, warehouses, Site's, customer service and transport logistics etc. Excellent problem solving and interpersonal skills. Cuts costs and improve efficiency through effective management, strategic scheduling and streamlined operations. Able to work independently with little to no supervision.



Education

PIMSAT University

B. Tech in Electrical Engineering

2013 - 2015

Pak Poly Technique institute
Lahore, Pakistan

D.A.E in Electrical Engineering

2009 - 2011



Professional Experience

Al Qabdah Global Building Contracting LLC.

Store-In-Charge

2017 - 2021

- Ensure effective and timely implementation of all Logistic daily activities including Inventory Management, Stock-in-Stock Out Materials, and Assets for Project's and Labor Camps and offices.
- Handling self-correspondence (Emails, Delivery Note, Invoice's, MPR (Material Purchase Requisition), Invoices, etc.
- Check the Quantity and Quality of Materials, Asset's received against the LPOs. Maintain up-to-date list of LPOs and Delivery Notes received.
- Prepared and maintained computerized records of Material, Asset's, and Equipment store supplies.



Najeeb UllahKhan STORE-IN-CHARGE



0564686115



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Zayed The 1st Street Near
by LLH Hospital Abu
Dhabi, UAE.



Skills

MS Office, Word, Excel,
Communication, Customer
Service, Management Skills,
Team Management, ERP/E-
PROMIS Software, Computer
Skills, Interpersonal Skills,
Problem Solving, Store
Management, Inventory
Management.

- Receive and process MPR (Material Purchase Requisition) for Materials and Asset's (for All Project) for issue of Purchase Order by Head Office-Purchase Department.
- Verification of Purchasing Documents prior to processing. Preparation of usage reports concerning office, All Sites Project's, Pantry, Stationary, Material, Asset's Items Supplies.
- Supervised and assisted with loading and unloading transportation of all Material and assets supplies.
- Oversee and monitoring availability of stock to reduce shortages. Chasing suppliers for timely delivery of materials.
- Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- Taking attendance and preparing Time sheets for Labor's.
- Responsible for making new Porta cabins according to diagrammed for Site Projects as and when required ensuring that the budget allocated does not exceeds. Maintain communication with warehouse staff to ensure proper working order.
- Ensure that all items are properly numbered and tagged dispose of unserviceable or damaged items.
- Maintaining up-to-date list of the company Assets. Work by using E-Promise (ERP System) to prepare transfer letters, Requisitions, and Company Assets Detail List, Material Issue Vouchers.

Personal Information

Marital Status: Married

Date Of Birth: 25-06-1991

Visa Status: Wife Sponsorship

Validity: December 2023

Languages

English, Urdu, Hindi

- Creating and allocation of Tag # for the company Assets. Transferring IT related Items through E-Promis (ERP System) Preparing Additional and Damage reports of the company assets. Arranging transport for Worker.
- Organize warehouse and conduct the inventory every 2 weeks. And prepare Inventory Report for review by Management.
- Coordinate and track movement of goods through logistic pathways.
- Execute logistics plan to move products and packages to reach destinations on schedule. Any other relevant duties as instructed by Manager.

Orient Star Advertising Gift Supply LLC

Document Controller

2016 - 2017

- Arranging the files, mails and correspondence copy, scan, and store documents.
- Excellent Customer Service skills.
- File documents in physical and digital records assist in resolving problems and complain.
- Maintain confidentiality around sensitive information and terms of agreement.
- Process applications or forms to ensure completeness and accuracy.

- All kind of Office Paper/Documentation work/Date Entry inERP.
- Using computers to organize and distribute documents with in a company, Control over documentation.
- Modification, distribution, issuance (as per procedure) during its whole lifecycle.

Ultra-Club

Sales Associate

2013 - 2015

- Present and assist customers with all the products in the store.
- Demonstrate and explain trending fashion design clothing.
- Provide information regarding prices and after sales services and ways in which the latter can be obtained.
- Suggest additional products in a bid to meet the company sales target.
- Assist customers through the payment process in making decision regarding suitable purchases based on their requirements.
- Follow up on all issue a related to shop, sales & deliveries. Handle and resolve customers Inquiries and complaints.
- Create sales report, detailing all transactions made in a day and present in management sales progress meeting.

I hereby declare that the information and details provided in this resume are correct and inclusive to the best of my knowledge and belief.



Najeeb Ullah Khan