

SAMI UR RAHMAN

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PROFESSIONAL SUMMARY

Highly adept at operating within established systems while also demonstrating the ability to think creatively beyond them. Proven team builder with exceptional communication and analytical thinking skills, with a strong background in administration within the supply chain, logistics function and warehouse operations.

EDUCATION

MBA (Finance)	2011	IM Sciences Peshawar
B. Com	2009	University of Peshawar
D.Com	2007	BTE Peshawar, KPK
SSC	2005	BISE Mardan

EXPERIENCE

Worked as Stock Controller Cum Warehouse supervisor at AKUN Logistics Services (Frozen) Jeddah, KSA from September 2025

- Supervise daily warehouse operations, including receiving, storing, picking, packing, and dispatching of goods.
- Ensure compliance with company SOPs and safety standards to maintain a clean, organized, and hazard-free work environment.
- Oversee inventory control, including cycle counts, stock reconciliation, and inventory accuracy and investigate and reconcile stock discrepancy
- Coordinate inbound and outbound logistics with suppliers, transporters, and customers to ensure timely and accurate shipments.
- Monitor equipment and warehouse assets, ensuring proper use, maintenance, and timely repairs.
- Utilize WMS (Warehouse Management Systems) or ERP systems for real-time data entry, stock tracking, and process optimization.
- Implement continuous improvement practices to enhance workflow, reduce errors, and improve customer satisfaction.

Worked as Warehouse supervisor shift in charge at **Jadarat Al bina** with the project of Bahri logistics Jeddah ambient and cold chain, KSA from January 2024 till 15th September 2025

- Supervise daily warehouse operations, including receiving, storing, picking, packing, and dispatching of goods.
- Oversee inventory control, including cycle counts, stock reconciliation, and inventory accuracy.
- Manage and lead warehouse staff, including scheduling shifts, delegating tasks, providing training, and conducting performance evaluations.
- Monitor equipment and warehouse assets, ensuring proper use, maintenance, and timely repairs.

Worked as **Branch In charge Mardan Muller & Phipps Express logistics Pvt ltd** From November 2018 till September 2022

- Oversee daily operations of the branch, ensuring smooth functioning across departments such as logistics, administration, customer service, and inventory.
- Manage and lead branch staff, including recruitment, training, task delegation, and performance monitoring.
- Monitor sales performance and operational targets, taking corrective actions to achieve business goals.
- Maintain accurate records of inventory, dispatch, receiving, financial transactions, and staff attendance.
- Coordinate with head office and other branches for reporting, planning, and inter-branch logistics.
- Manage stock levels and inventory accuracy, including cycle counts and audits.
- Prepare and present reports on branch performance, KPIs, and operational challenges to senior management.

Worked as **Admin and Finance officer** 15/2/2016 to 3/09/ 2018 in **SVDP Pakistan**

- Manage day-to-day administrative operations, including office management, staff coordination, and resource planning.
- Maintain and organize official records, documents, contracts, and correspondence.
- Coordinate travel, meetings, and event arrangements for staff and management.
- Maintain accurate financial records, including petty cash, expense reports, and bank transactions.

- Prepare and monitor budgets, financial statements, and reports for management and stakeholders.
- Assist with monthly closings, reconciliations, and audits.
- Ensure compliance with financial policies, tax regulations, and audit requirements.
- Support payroll processing and ensure timely disbursement of salaries and benefits.
- Managed logistics support i.e procurement, hiring, inventory management

Worked as **Assistant Admin and Finance officer** at **Save the Children**, Pakistan Program July 2012 – July 2015 -in the project of health, education, and livelihood

- Periodic reports shared with management
- Procurement and logistics support to the program teams
- Inventory and store management for the organization
- Record keeping book of accounts
- Cost control and budgeting of events
- Administered support provided to the base office

Computer Knowledge

- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Email & Communication Tools – Proficient in using Gmail, Outlook, and professional communication
- Data Entry & Record Management –Accurate and efficient data handling and documentation
- ERP & Inventory Management Systems – Experience with Mraabta, Infor, QAD, MultiSoft

Key Strengths

- Possess strong analytical & communication skills.
- High Learning Curve
- Understanding of Group Dynamics
- Meeting deadlines Under Pressure

Languages

Pashtu, Urdu, English, Arabic

Training & Courses

- Supply chain management and capacity planning
- Effective practice of sourcing, purchasing and procurement
- Personal Safety and Security course from IFRC
- Warehouse concepts and functions
- Advance warehouse management, safety and updated protocols

References

Will be furnished on request