

Personal Information

D.O.B. 10/02/1981

Nationality Pakistani

City: Riyadh

Transferrable Iqama

Contact

Email:

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Objective

Detail-oriented and highly organized Logistics Coordinator with over 9 Years of experience in managing supply chain operations and optimizing logistics processes. Seeking to leverage expertise in inventory management, transportation coordination, and vendor relations to enhance operational efficiency and contribute to the success of Al Rajhi Marami. Committed to delivering exceptional service and ensuring timely and accurate delivery of goods while maintaining cost-effectiveness.

LANGUAGES

English: Upper Intermediate

Urdu: Fluent

Arabic: Upper Intermediate

Operating Systems

Worked on various ERP software including SAPP and Microsoft Dynamics and fluent in Excel and its financial, accounting & various inventory management.

Skills

- Analytical skill
- Advance Inventory Management
- Supply Chain Management
- Excellent Communication Skill
- Organizational / Managerial Skills
- Problem-Solving
- Data Analysis

Syed Muhammad Irfan

EDUCATION

Institution: Sindh University

Qualification: B. Com (Bachelor of Commerce)

Major: Accounting Finance

Certification

- MS Office
- English Language Basic

Training

- DCS- Passenger Check in
- Microsoft Dynamics (ERP)
- Risk Management

Experience

COMPANY: AlRajhi (Marami) **LOCATION:** Riyadh, KSA

ROLE: Logistics Coordinator (June 2015 – Present)

- Warehouse Operations - Experience in managing or working within a warehouse setting, understanding inventory control, and fulfillment processes.
- Supply Chain Management - Exposure to different aspects of supply chain functions, including procurement, transportation, and distribution.
- Freight and Shipping - Familiarity with shipping processes, freight forwarding, and the logistics involved in moving goods from one location to another.
- Data Entry and Analysis - Experience handling logistics data, using software for tracking shipments, and analyzing inventory levels.
- Logistics Software Proficiency - Hands-on experience with logistics management software or ERP systems that support logistics functions.
- Team Leadership - Experience leading teams or supervising staff within a logistics or warehouse environment.

COMPANY: Mediqueen (Pvt.) **LOCATION:** Hyderabad, Pakistan

ROLE: Area Manger Medical Supplies (May 2014 – May 2015)

- Sales and Marketing: Experience in developing sales strategies, managing sales teams, and promoting medical supplies to healthcare facilities and professionals.
- Inventory Management: Proficient in managing inventory levels, stock control, and ensuring the availability of medical supplies while minimizing waste and excess.
- Supply Chain Management: Experience with supply chain processes specific to the medical industry, including sourcing, procurement, and logistics.

COMPANY: Saudi Ground Services **LOCATION:** Median, KSA

ROLE: Check in Officer (Dec 2009 –April 2014)

- Verification of Documents: Checking identification, tickets, or reservations to ensure they match the system records.
- Resolving Issues: Addressing any problems or concerns that arise during the check-in process, such as overbookings or special requests.
- Maintaining Records: Keeping accurate records of check-ins, payments, and guest information.

