

Khalid Gillani

Ad Dar Al Baida, Riyadh, Saudi Arabia • (996) 54 993 7294 • khalidgillani@gmail.com

Iqama No 2611038874 • Transferable • Pakistani

Warehouse, Logistics & Procurement professional with 20+ years in multinational companies across Pakistan, UAE, and KSA. Skilled in supply chain operations across industries like FMCG, Oil & Lubricants, Paints, Chemicals, Footwear, and Construction. Expert in ERP systems (SAP, Oracle, SUN SYSTEM, etc.) with a strong focus on inventory control, procurement & logistics. Proven track record of driving efficiency, cost savings & team performance in high-paced environments.

SEP 2024 – MAR 2025

Warehouse & Logistics Supervisor | Ammico International Contracting Co. Ltd. | Jeddah, Saudi Arabia

Managed warehouse operations, inventory control, and logistics to ensure accuracy and timely delivery at project site. Oversaw site procurement demand, vendor negotiations, and commercial transactions while optimizing processes through ERP systems. Generate Purchase orders after management approval. Focused on cost reduction, compliance, and building strong supplier relationships to drive operational efficiency.

JUNE 2019 – AUGUST 2024

SR. EXECUTIVE Warehouse & Logistics | Sufi Logistics Pvt Ltd. | Lahore, Pakistan

Overseeing warehouse, logistics, and workshop operations, including inventory management in ERP, vehicle loading, tracking, and off-loading. Responsible for job cards for vehicle maintenance, procurement of spare parts and tools, logistics billing, and customer/vendor ledger reconciliations.

MAY 2017 – JUNE 2019

Team Leader Finished Goods Warehouse | Waresa Industries Pvt Ltd. | Lahore, Pakistan

Manage inventory in ERP (SAP) for the Finished Goods Warehouse, oversee daily dispatch and route planning, ensure vehicle availability from transporters, and handle contracts, billing, ledger reconciliations, and payments.

JAN 2014 – MAY 2017

ADMIN OFFICER | Al Nasha'a Al Saleh Private School | Al Ain, UAE

Handling daily operations, staff coordination, student records, communication, and supporting admissions, events, and reporting.

MAR 2009 – DEC 2013

Team Leader Logistics | Descon Chemicals Ltd | Lahore, Pakistan

Handled inventory management in ERP (Oracle) for the Finished Goods Warehouse, arranged vehicles and planned routes as per dispatch schedule, and managed transporter contracts, billing, ledger reconciliation and payments

OCT 2007 – AUG 2008

Distribution Executive | Nippon Paints Pakistan (Pvt.) Ltd | Lahore, Pakistan

Managed inventory for over 250 SKUs using SAP, ensuring accurate stock tracking and efficient movement. I coordinated nationwide logistics to facilitate timely deliveries and smooth supply chain operations. Additionally, I was responsible for generating and processing sales tax invoices, purchase orders, debit and credit notes. I also handled the billing of transporters and collaborated with the finance department to ensure the timely processing of payments

APR 2006 – SEP 2007

Senior Executive Operations North | Cupola Pakistan Ltd | Lahore, Pakistan

Oversaw retail operations in the north region, opening new stores and drive daily sales. led staff hiring and training. Managed inventory selection secured vendor shelf spacing and execute LSM campaigns to boost traffic and sales

JAN 2003 – APR 2006

Warehouse In charge | Total Parco Pakistan Ltd. | Lahore, Pakistan

Responsible for managing inventory in ERP (SUN SYSTEM) to ensure optimal stock levels and smooth supply chain operations. Coordinated logistics for both inward and outward movement of goods across the country, ensuring timely and efficient deliveries. Verified transporter bills for accuracy and submitted them to the finance department for payment processing. Played a key role in the commissioning of new petrol stations, overseeing logistical, operational, and documentation aspects to ensure timely and successful launches

Skills

Proficient with Warehouse management software • Team player • Excellent time management skills • Conflict management • Public speaking • Data analytics

Education

AUG 2013

Diploma in Computer Science | Mishigan international Collage | Lahore, Pakistan

3.4 GPA • Member of university's Honor Society

Trainings

MAY 2011

Understanding QHSE Practices | Descon Chemicals Ltd | Lahore, Pakistan

JUL 2011

Internal Quality Audit ISO 9001:2008 | Descon Chemicals Ltd | Lahore, Pakistan

DEC 2011

Finance for Non Finance Managers | Descon Chemicals Ltd | Lahore, Pakistan

JAN 2012

Auditing of HSE Management System ISO 14001 & OHSAS 18001 | Descon Chemicals Ltd | Lahore, Pakistan

JAN 2012

Winning Team | Descon Chemicals Ltd | Lahore, Pakistan

Activities

Gardening • Travel • Sports • Movies • Reading