



Muhammad Shahid Imran

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Career Objective

Motivated and detail-oriented professional aiming to pursue advanced studies in Supply Chain Management through. Passionate about enhancing academic and professional skills to contribute effectively in the fields of supply chain, logistics, and business operations, Pakistan.

Education

Master Operation Supply Chain Management

Virtual University of Pakistan

Bachelor of Commerce (B. Com)

University of the Punjab, Lahore

Diplomas & Certifications

- 6-Month Diploma in Computer Applications
- 3-Month Diploma in Spoken English

Professional Experience

- Hayat Kimya Pakistan (Turkish Multinational Company)

Dispatch & Admin Support| Weighbridge & Scale Operator - Operate weighbridge systems for accurate weighing and recording of finished goods and raw materials.
March 2020 – July 2025.

- Handle dispatch operations, ensuring smooth logistics flow and timely delivery.
- Supervised stock and scale management
- Manage stock and scale records, perform gate clerk duties, and support daily logistics coordination.
- Ensure compliance with SOPs for inbound and outbound material tracking.
- Handled HR entries, visitor and contractor management
- Created and managed gate passes and IGPs
- Managed documentation: certificates, couriers, and official correspondence
- Maintained filing systems and record control

- Performed gate clerk duties

- Sadaqat Textile Mills

Supply Chain Support

Approx. 2–3 Years

- Data entry and documentation for supply chain
- Supported inventory management and reporting
- Maheen Textile Mill (Finance Department)

Finance Trainee

- Assisted in account reconciliation and finance documentation
- Performed data entry tasks

Skills

- Supply Chain & Logistics Coordination
- Advanced Excel & Data Entry
- Administrative & Document Management
- HR Support Functions
- Inventory and Dispatch Handling
- Proficient in Computer Applications
- Effective Communication (English & Urdu)

Languages

- Urdu (Native)
- English (Proficient)