

RESUME

MUHAMMAD MUMTAZ

E-Mail: muhammadmumtazqazi@gmail.com

Contact: +966-59-1629938

PROFESSIONAL SUMMARY

I worked as a Supply and logistics professional in the Pakistan Air Force (PAF) for 22 years and Royal Saudi Air Force (RSAF) for 3 years. While there, I ensured that necessary supplies and equipment were delivered on time by overseeing and coordinating logistical support for different operations. I have overseen inventory management, including procurement, storage, physical counting, and distribution of supplies while maintaining accurate records to track inventory levels and expenditures. I have also developed and implemented logistical strategies to optimize efficiency and minimize costs, improving operational effectiveness. I have supervised logistics staff, conducting training programs and performance evaluations to ensure high standards of professionalism and productivity.

I am also an ERP software specialist and have experience on Logistics Interactive Data Systems including Automated Logistics Management Systems (IBM System 3090, ALMS-ev, and PALMS).

CORE STRENGTH

- Warehouse Management.
- Quality & Inspection.
- Inventory Management.
- Logistics & Procurement.
- Supply Chain Management.
- Training.

PROFESSIONAL COURSES / TRAININGS

- Basic Advance Supply Course from School of Logistic, Pak Air Force Kohat.
- Quality Control (QC) / Quality Assurance Program (QAP) from School of Aeronautics, Pak Air Force.
- SEP Supervisor & Management Course from BTS Minhas, Pak Air Force.
- Automated Logistics Management System Enterprises Version (ALMS-ev) Course from 103 Air Logistics Center (ALC), Pak Air Force.
- Supply Assistant Refresher Course from School of Logistics Pak Air Force.

QUALIFICATION

- Master in International Relation (MA IR)
Karachi University, Karachi Pakistan
- Bachelor of Arts (B.A)
Punjab University, Lahore Pakistan

HONORS / AWARDS

- Letter of Appreciation by Base Commander PAF Base Minhas.
- Letter of Appreciation by Base Commander PAF Base Mushaf.
- Tamgha e Istaqlal
- Tamgha e Azm

WORK EXPERIENCE

Designation: Supply Supervisor

Organization: Royal Saudi Air Force (RSAF)

Department: Directorate of Depot Supply

Location: King Abdul Aziz Airbase, Dhahran Saudi Arabia

Duration: June, 2022 to April, 2025.



Job Responsibilities:

- Inventory Management.
- Receiving and Shipment of stores in Gold System.
- Inspection of new receipt of material.
- Posting on System.
- Organizing of Store.
- Processing of Documents.
- Contact with source of supply regarding material queries.

Designation: Assistant Warrant Officer (Supply Supervisor)
Organization: Pakistan Air Force (PAF)
Department: Air Movement Flight
Duration: January, 2020 to June 2022.
Job Responsibilities:

- Inventory Management.
- Manifesting of Passengers & Cargo.
- Receiving and Shipment of stores in Gold System.
- Inspection of new receipt of material.
- Processing of Documents.



Designation: Chief Tech (Supply Trainer & Evaluator)
Organization: Pakistan Air Force (PAF)
Department: Base Training Squadron
Duration: April, 2014 to January 2020.
Job Responsibilities:

- Evaluation of New Passed Out Supply Assistant Trainees.
- Conduction of Supply Assistant Promotion Exams.
- Coordination with PAF Central Trade Test Board.
- Skills Enhancement Program of Supply Assistant.
- Maintaining of Inventories and Stationaries.
- Raising of Demands for Local Purchase.

Designation: Senior Tech (Supply Supervisor)
Organization: Pakistan Air Force (PAF)
Department: Supply Squadron
Duration: July, 2010 to April, 2014.
Job Responsibilities:

- NCO-i/c F-16 Warehouse
- Receiving and Issuance of Daily Consumables.
- Inventory Management of F-16 Jet Store.
- Issuance and Shipping of Material against Demands for F-16 Jet.
- Preparing of Material Requirement List.
- Material Forecasting and Trend Analysis.
- Local Purchase & Procurement.

Designation: Corporal Tech (Supply Assistant)
Organization: Pakistan Air Force (PAF)
Department: HQ South Sector (Unit Supply)
Duration: January, 2007 to July, 2010.
Job Responsibilities:

- Raising of Demands for Local Purchase.
- Inventory Management of Unit Supplies.
- Turn in of Avionics System Parts for repair.
- Preparation of Fund Statement.

Designation: Senior Aircraft Man (Supply Assistant)
Organization: Pakistan Air Force (PAF)
Department: 103 Air Logistics Centre
Duration: December, 2001 to January, 2007.
Job Responsibilities:

- Inventory Management of Warehouse (F-7 Store, MI-171 Store, Y-12 Store)
- Receiving of new Material from International Suppliers.
- Quality Control of warehouse Material.
- Re-warehousing.
- Evaluating and Marking of Safety Level, Re-Order Point, and Demand Level.
- Requirement Forecasting as per Trend and Seasonal Demanding.
- Preserving, Packing, Storage & Distribution.
- Tracking of repairable items.

PERSONAL INFORMATION

- | | | |
|-------------------|---|--------------------------------|
| • Religion | : | Islam |
| • Date of Birth | : | 17 October, 1980 |
| • CNIC | : | 38401-0349089-3 |
| • Passport Number | : | BE0270891 |
| • Marital Status | : | Married |
| • Language | : | English, Arabic, Urdu, Punjabi |

OVERVIEW

I am a believer in strong values, moral integrity, professional honesty, and discipline. A team player with the determination to complete as perfect the assigned task. I am a growth-oriented leader with a strong desire to prove myself. A fast learner and self-motivated person.