

MUHAMMAD SALMAN

Address: Madinah, Town, Multan, Pakistan.

Contact: +92 3068277771 • **E-mail:** salmanahmed_598@hotmail.com

LinkedIn URL: <https://www.linkedin.com/in/muhammad-salman-2916904a/>

Personal Details: 20th December, 1985 • Pakistani • Male • Married



PROFESSIONAL SUMMARY

15 years of supply chain experience as a **Logistics & Supply Chain Manager**. He supervises the movement, distribution and storage of supplies and materials in a company. They are tasked with planning routes, analyzing budgets, and processing shipments. Also known as **Supply Chain Managers**, they generally form part of middle management.

KEY SKILLS

Office Management	Report & Document Preparation	Records Management
Teambuilding & Supervision	Spreadsheet & Database Creation	Meeting & Event Planning
Staff Development & Training	Accounts Payable/Receivable	Inventory Management
Policies & Procedures Manuals	Bookkeeping & Payroll	Expense Management
Relationship Building	Record/File Maintenance	Client/Vendor Relations

Languages: English (Intermediate) | Urdu (Native) | Punjabi (Expert) | Saraiki (Expert)

CAREER REVIEW

Agrica Chemicals.

Oct 2023 to Date

Manager Supply Chain

A Supply Chain Manager, or Procurement Manager, is responsible for overseeing activities related to a company's products and services, including placing orders, storing, organising services, packing, loading and delivering products to clients. Their primary duties include improving productivity and efficiency, reducing costs and securing high-quality materials for the company.

Supply Chain Manager duties and responsibilities

Supply Chain Managers analyze and take any steps necessary to improve the overall productivity of the supply chain. They come up with strategies to speed up the processes of packing, loading and delivering products. Other responsibilities include:

- Reviewing and updating supply chain practices in line with company policies, standards, laws and regulations.
- Negotiating terms and prices with suppliers and freight companies, monitoring and assessing their performance and maintaining cost-effective practices.
- Implementing logistic strategies, tracking goods from the origination point to the warehouse.
- Analyzing the supply chain data and solving any issues or putting alternative plans in place.
- Identifying and minimizing risk by predicting the demand for products and adopting new technology with no interruption to the process.
- Managing inventory, packing and distributing.
- Following up after accidents and injuries on the floor.
- Developing safety guidelines, teaching and enforcing the protocols.
- Supervising and training employees

Assistant Manager Supply Chain

An assistant supply chain manager typically has a wide range of responsibilities, which can include:

- Monitoring inventory levels to ensure that adequate stock is available for customers
- Understanding customer needs and preferences to recommend new products or services to meet their needs
- Developing marketing strategies for specific products or services to promote sales
- Reviewing inventory records for accuracy and any possible problems with storing items
- Working with other departments to coordinate activities such as shipping, receiving, storing, picking, packing, and expediting goods
- Managing inventory by ordering new goods when supplies are low
- Maintaining relationships with suppliers to ensure continuous supply of goods and services
- Planning and implementing supply chain strategies that meet organizational goals

Agrica Chemicals.Dec 2015 to Dec 2021

Manager Distribution & Logistics

As a logistics and distribution manager, you will need to:

- Use IT systems to manage stock levels, delivery times and transport costs.
- Use data from IT systems to evaluate performance and quality and to plan improvements.
- Allocate and manage staff resources according to changing needs.
- Liaise and negotiate with customers and suppliers.
- Develop business by gaining new contracts, analyzing logistical problems and producing new solutions.
- Understand, work with and possibly help to develop e-commerce.
- Continually try to improve and develop business performance within the constraints of legislation, fuel costs and rising environmental pressures.

You may also be required to:

- Implement health and safety procedures.
- Manage staff training issues.
- Motivate other members of the team.
- Project management.
- Work on new supply strategies.
- Plan vehicle routes.

United Distributors Pakistan Limited.Jul 2009 to Oct 2014

Branch Officer

Assigned duties as branch officer to handle and supervising over all branch operation which includes administration, supply chain, accounts and sales support. A range of business tasks is undertaken to support the smooth and efficient branch operation. Typical work activities include:

- Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods.

- Coordinating and controlling the order cycle and associated information systems.
- Analyzing data to monitor performance execution improvements and demand.
- Allocating and managing staff resources according to changing needs.
- Liaising and negotiating with customers and suppliers.
- Supporting sales team to achieve its heights.

When managing warehouse or transport staff, the role may also include:

- Implementing health & safety procedures.
- Managing staff training issues.
- Motivating other members of the team.
- Project Management.
- Setting Objectives.

Pan Pacific (PVT) Ltd.

Mar 2007 to Oct 2008

Branch Manager

Responsible for all areas related to accounts handling and book keeping. The position required me for development and maintaining clients and branch accounts, which helps financial department to ensure accurate and timely financial operation.

Responsibilities.

- Maintaining the customer and branch accounts.
- Managing overall distribution structure.
- Invoicing management.
- Petty cash handling.
- Payroll management.

Pak Pansy Enterprises.

Mar 2006 to Feb 2007

Assistant Accountant

Responsible for assisting in managing the accounts department. Assisted all accounts and bookkeeping responsibilities.

Responsibilities.

- Maintaining of customer accounts.
- Order taking and invoicing as per company policies.
- Transportation arrangement for supplies.
- Meeting arrangements for sales team.

EDUCATION & PROFESSIONAL SKILLS

Academic Qualification

- B.Sc. from Science College Multan (B.Z.U) placed 2nd Div in the year 2006.
- 12th(Pre Engineering) Govt college Bosan road Multan placed 2nd Div in the year 2003.
- 10th from Shahwar High School, Multan Cantt placed high 1st Div in the year 2001.

ERP Exposure

- SAP Business One
- Genie Clique
- MS Access

Professional Qualification

- QuickBooks
- Graphic Design
- Digital Literacy

Professional Skills

- Ability to work in an unstructured environment with the ability to make trade off decisions quickly.
- Ability to hold supervisors accountable and effectively delegate accountability to others.
- Good organizational skills; with ability to manage multiple projects with high level of attention to detail.
- Knowledge of company policy, procedures and applicable collective bargaining agreements.
- Excellent interpersonal and communication skills; ability to work in a multi-task environment.
- Strong PC skills and the ability to use McKesson's suite of PC-based applications (Excel, Word, PowerPoint, Microsoft Outlook, etc.
- Good analytical ability to gather and interpret information and develop, recommend and implement solutions.
- Good knowledge of distribution center practices and procedures.

ACHIEVEMENTS

- Excellence Award achievement Kon Banega Lakhpati in Distribution Support (2012) from UDPL.
- Best Performance Award achievement for supply chain management in Sales Conference-2023 from Rudolf Life Sciences (Pvt) Ltd.