



KASHIF AMIN

-Experienced Logistics Specialist

SWABI – PAKISTAN.

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Academic Achievements:

Master in Business Administration (MBA)

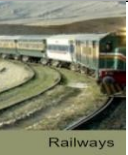
Diploma in Information Technology – IT

Affiliation -Harvard Business School, USA

- Successfully Completed below Online Courses:
 - o Stress Management
 - o Time Management
 - o Team Management
 - o Customer Focus & Delegation.

Career Objective:

To accept a challenging position in a firm and to grow based on my personal abilities to serve the community & improve the lives of others & to deliver efficient & effective services to the best of my knowledge to become a successful and result oriented person.

 FWO Frontier Work Organization	Logistic Supervisor: Frontier Work Organization (Unit 765-CTE): July 2019 till 2023
      	
Core Responsibilities: - Supervising all logistics related activities to the projects. - Develop delivery schedules and drop shipment strategies. - Manage and coordinate the organization, staffing, and operational activities for various districts. - Direct and review work plan for assigned staff. - Facilitate in warehouse space utilization by designing facility layouts to achieve maximum storage efficiency. - Maintain accurate records and files of inventory usage. - Participate in the development and implementation of goals, objectives, policies, and priorities of the organization. - Implement appropriate safety guidelines and investigate injuries or unsafe conditions. - Select, train, motivate, and evaluate assigned personnel. - Prepare and present staff reports and other correspondence as appropriate and necessary. - Assist with budget preparation and administration. - Discover new trends and innovations in the fields of logistics, warehousing, and storage programs.	
	Warehouse Supervisor: Khattak Allied Construction Company 2016 -To- 2019
Core Responsibilities: - Coordinate and oversee all daily warehouse activities, ensuring the smooth flow of goods. - Manage the timely and accurate receipt of incoming goods and the dispatch of outgoing orders - Ensure orders are filled accurately and efficiently, coordinating with other departments as needed - Develop and implement strategies to streamline warehouse processes and improve overall efficiency	

- Monitor and maintain accurate inventory levels, performing regular counts and audits.
- Track and order necessary supplies, ensuring adequate stock levels are maintained.
- Implement and enforce safety procedures and regulations, such as OSHA protocols, to ensure a safe working environment
- Ensure the warehouse is clean, organized, and that equipment is properly maintained and serviced
- Monitor and report on key performance metrics (KPIs) to track productivity and efficiency
- Maintain accurate shipping documentation, manifests, and receipts, entering data into reports as needed



Logistics & Admin Executive: Vital International Lahore

2007 -to- 2016

Core Responsibilities:

- Responsible for all documentation & report.
- Communication with all stakeholders.
- Organizing the Operation Schedules.
- Developed and maintaining date record / filing system.
- Reviewing documents.
- Managing regularly scheduled reports.

Internship experience: Work in Pakistan Tobacco Company (BAT) as Internee on 'Time and Motion Study'
Tenure: July 2007 to Sep 2007

Training: Got a training of "Enhance performance, Brilliant Communicator & work for a better every day at Mobilink Learning Center IBC 1 Islamabad

Language/Communication skill:

- Ability to work under pressure and motivate a team.
- Capacity to adapt at different working environments & systems.
- Command over Languages: **English, Urdu, Pashto.**
- Good presentation skills.
- Strong communication skills, both written and oral.
- Strong leadership and managerial skills.

Personal Information:

Father name	Amin Ul Haq
Date of Birth	2 nd April 1983
Nationality	Pakistani
Contact #:	00923018568898