

CURRICULUM VITAE

Aftab Ahmed

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Professional Summary:

To grow with the rapid technological development and achieve excellence in my career in order to provide services with utmost commitment & dedication. As a professional career-oriented organization that could offer me a challenging & motivational environment.

Work Experience:

Sep. 2024 to date.

Logistic Manager

Taawon Logistics Co., Saudi Arabia

Report to: The National Manager.

Job responsibilities as Logistic Manager are as follows:

- Proactively track shipments and resolve any issues, delays, or other challenges.
- Managing and overseeing the receipt, storage, and dispatch of goods and liaising with clients and suppliers to coordinate deliveries and resolve issues.
- Overseeing warehouse operations, including storage, organization, and inventory control.
- Maintain strong relationships with clients, carriers, suppliers, and other logistics professionals.
- Ensuring timely and accurate delivery of goods to meet customer requirements.
- Maintaining customer service logs and addressing complaints.
- Recruiting, training, and supervising operations and transportation staff as well as solving their issues.
- Developing and implementing logistics strategies and procedure, Identifying and resolving logistics challenges and bottlenecks.

- Analyzing data to identify areas for improvement in transportation and warehousing.
- Developing and implementing strategies to optimize logistics operations and reduce costs.
- Managing and monitoring departmental budgets for transportation and logistics.
- Negotiating contracts with suppliers and service providers.
- Ensuring compliance with all relevant regulations and safety standards.
- Maintaining accurate records and generating reports on logistics performance.

Jan. 2015 - August. 2024

Head of Clearance and Logistic Operations.

SMSA Express Transportation Co., Saudi Arabia

Report to: The Regional Manager.

Job responsibilities as Head of Clearance and logistic Operations are as follows:

- Upkeep official records supervise & advise team to adhere strictly company discipline.
- Meet and discuss all logistic and operational matters with Regional Manager.
- Set goals and objectives, meet the challenges faced, and work requirement and its achievements.
- Monitor progress of team with forwarding agents, transporters and all other clients.
- Discuss all issues, problems if any, take necessary action to sort out them in order to achieve client's satisfaction.
- Get feedback of work time to time and take initiative to sort out any problems faced.
- Keep up to date on work developments (Operations / Logistic) before the close of following day. Suitable follow up and precautionary measures to be adopted for smooth functioning of activities.
- Take precautionary measure to minimize delays of deliveries occurred as a result of accidental damages.
- Provide physical inventory, analysis data, & documentation required for internal audits
- Managing and monitor warehouse team for inbound and outbound shipments & last mile deliveries.
- Managing the work of multiple transportation personnel as well as address all issues pertaining to airlines & customer / cargo agents.
- Submission of daily, monthly & annual progress reports to Regional Manager & National Manager.
- Priority to motivate & adopt measures in order to achieve cost effective results.
- Visit Air Port, Cause way, & Sea Port for follow up & trouble shouting.

Jan. 2013 - Dec. 2014

Regional Clearance / Logistic Executive

FedEx International, (FTN) Dammam, Saudi Arabia

Report to: The Manager.

Job responsibilities as a Regional Clearance Coordinator were as follows:

- Organize, maintain & follow-up clients' data files, & prepare shipment clearance statistic records of clients.
- Communicate precisely with shipping lines, freight forwarders, transporters, custom clearance brokers, overseas agents, Saudi Cargo, air lines & other clients.
- Assist Sales Department & worthy clients in handling & follow-up for requisite documentation, discrepancy notifications, shipment clearance advices.
- Handle shipments routed by worldwide agents, coordinate with clients for clearance, delivery of shipments & maintain the records.
- Handle first and last mile deliveries.
- Submission of daily, monthly & annual progress reports to the Manager.
- Visit shipping lines for DO collection and Detention matters.
- Maintain professional services with all clients.

May. 2010 - Dec.2012

Logistic Supervisor

Midas International, Khobar, Saudi Arabia

Report to: The Manager.

Job responsibilities as a Logistic Supervisor were as follows:

- Check daily new stock shipments.
- Prepare shipment documentation for local and abroad.
- File discrepancy report of lost or damaged goods, daily mailing to Data Entry Department.
- Physical Inventory of company's all assets monthly, & yearly.
- Assist customers in the selection and purchase of merchandise best suited to their individual need.
- Work closely with visual display staff and department heads to decide how goods should be displayed to maximize customer interest and organize display center.
- Maintain and upkeep promotional goods to attract motivated customers.
- Maintain solid product knowledge, catalogues, brochures and all other aspects of customer service.
- Order goods from Head Office especially (Kuwait & Jordan) as per customer demand & supply chain advices.

- Keep in touch with Store & Production Officer regarding sale & stock status.
- Follow up stock level in the Cardex System before sale & after deliveries (in showroom, and warehouse).
- Monitor deliveries as well as customer pick up (CPU) from showroom & warehouse.
- **Education:**
- Bachelor of Arts (2002), University of the Punjab, Lahore, Pakistan

ICT Knowledge:

- MS Excel , MS word, PowerPoint

Personal Skills:

- Highly dedicated and Multi-Tasking.
- Customer Relationship Management
- Project Management
- Time Management
- Interpersonal Skills
- Customer Service
- Problem Solving
- Communication / Negotiation
- Analytical Abilities
- Comprehensive understanding all of areas of the customs clearance, Logistics operations,
- Transportation Planning and full understanding of transport operational system.
- Always focus on business growth. Flexible and adaptable to different environments.

Languages:

- English (Advanced)
- Arabic (Advanced)
- German (Intermediate)
- Urdu (Native)
- Punjabi (Native)

Personal Information:

- Nationality: Pakistan
- Marital Status: Married