

ADEEL ANJUM



SUMMARY

Dynamic professional with extensive experience spanning warehouse management, project coordination, transportation logistics, and maintenance supervision. Known for optimizing operational efficiency, ensuring safety compliance, and implementing cost-effective solutions. Proficient in SAP, ERP systems, and project management tools, with exceptional communication and negotiation skills. Recognized for individual excellence and innovation, holding an **MBA** in Executive Management and a **Bachelor's degree in Electrical Engineering** and **NEBOSH** as well. A proactive leader dedicated to driving innovation and fostering growth within organizations.

EDUCATIONS

NEBOSH (National Examination Board in Occupational Safety and Health)-2024

- IG-1
- IG-2

Master of Business Administration (Executive)

- Institute Name: Virtual University of Pakistan, Lahore, Pakistan
- Marks Obtained: GPA: 2.33/4.00
- Passing Year: October 2023

Bachelor of Technology in Electrical Engineering

- Institute Name: National College of Business Administration and Economics, Lahore, Pakistan
- Marks Obtained: GPA: 3.23/4.00
- Passing Year: December 2014

Diploma of Associate Engineering (Electrical)

- Institute Name: Punjab Board of Technical Education Lahore, Lahore, Pakistan
- Marks Obtained: 1st Division
- Passing Year: November 2012

PROFESSIONAL EXPERIENCE

Controls & Finance Associate | Nestle Pakistan, Sheikhupura Factory, Nestle Head Office | (Interim Period)

Key Responsibilities:

- Managed the billing process for the Pakistan market, ensuring accuracy, reconciliation, and timely payments to suppliers, optimizing financial processes and vendor relationships.
- Provided comprehensive support to the accounting department by assisting with various tasks related to the general ledger, maintaining financial records with efficiency and accuracy.
- Initiated and successfully completed projects aimed at process automation and efficiency improvement, contributing to workflow optimization and cost savings within the organization.

Warehouse Assistant | November 2019 – Present

Key Responsibilities:

- Responsible for overseeing day-to-day warehouse operations, including inventory management, order fulfillment, and storage organization, ensuring efficiency and accuracy in all tasks.
- Assisted in purchasing activities and administrative tasks within the warehouse, coordinating with suppliers, managing procurement processes, and maintaining documentation for compliance purposes.
- Played a key role in promoting and enforcing safety protocols and compliance standards within the warehouse, conducting regular inspections, and ensuring adherence to regulatory requirements to create a safe working environment.

CONTACT



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PERSONAL SKILLS

- **SAP** (Systems, Applications & Products in Data Processing)
- Microsoft Office Suite
- **ERP** (Enterprise Resource Planning)
- Project Management Tools
- Materials Management Systems
- Vendor Management Software
- Effective Communication
- Negotiation Skills
- Data Analysis
- Quality Management
- Risk Management
- Technical Writing
- Programming Languages
- Troubleshooting
- Leadership
- Adaptability
- Time Management
- Conflict Resolution

LANGUAGES

- English
- Urdu
- Punjabi

Project Coordinator | December 2016 – November 2019

Key Responsibilities:

- Managed significant expenditures including OEMs, material handling equipment, logistics, and safety, ensuring cost-effectiveness and adherence to budgetary constraints.
- Acted as a liaison between various stakeholders to ensure efficient and timely deliveries, fostering effective communication and alignment of objectives throughout project lifecycles.
- Implemented projects aimed at enhancing operational efficiency, such as Track & Trace initiatives, Alvera warehouse operations optimization, and setup of new parking yards, contributing to streamlined processes and improved performance.

Transport Assistant | January 2015 – November 2016

Key Responsibilities:

- Ensured timely delivery of goods to customers, coordinating with transport teams to optimize routes and schedules, meeting delivery deadlines consistently.
- Implemented tracking systems to provide real-time visibility of shipments to customers, enhancing transparency and communication throughout the transportation process.
- Managed smooth inbound operations within the factory and between distribution centers, overseeing the efficient flow of goods and minimizing delays in the supply chain.

MHE Maintenance/ Administration Specialist | Nov 2013 - Dec 2015

Key Responsibilities:

- Supervised the maintenance of Material Handling Equipment (MHE), ensuring all machinery and tools were in optimal working condition to support warehouse operations.
- Led a team of maintenance technicians, providing guidance, training, and support to ensure effective equipment maintenance and repair activities.
- Developed and implemented maintenance schedules for MHE, coordinating downtime and repairs to minimize disruptions to warehouse activities while maximizing equipment reliability and longevity.
- Overall, E2E support in administration services within the supply chain is essential for managing and arranging the flow of goods to meet operational urgency while optimizing inventory levels and minimizing costs.
- By focusing on P2P compliance and vendor negotiation management, supply chain administrators can minimize risks, optimize costs, and enhance the overall efficiency and effectiveness of procurement processes.

Achievements

- Received Individual Excellence Awards from Nestle CEO (**Paul Bulcke**), Head of AOA Zone, and Managing Director in 2014 for outstanding performance and contributions to organizational success.
- Recognized with the Innovation Best Ideas award for "**Maan Hamara Tum sa Ha**" at the leadership conference in 2016, showcasing creative thinking and problem-solving skills.
- Attained 1st position in Nestle innovation ideas for the year 2017, Demonstrating innovative thinking and leadership in driving forward-thinking initiatives within the organization.

EXPERTISE & INTRESTS

- Project Management
- Process Optimization
- Innovation
- Continuous Learning
- Community Involvement
- Outdoor Activities
- Negotiation
- Administrative
- Creativity

REFERENCE

- Reference will be furnished upon request.