



Abdul Hameed

Date of birth: 16 May 1978 | **Nationality:** Pakistani | **Gender:** Male |

Phone number: (+92) 3135386002 (Mobile) | **Email address:**

abdali9600@gmail.com |

Address: Street Ghousia, Mohalla Reham Pura, Hassan Abdal Disstt Attock, 43730, Hassan Abdal, Pakistan (Home)

ABOUT ME

I am qualified and certified in Supply Chain Management, Automated Logistics Management System (ALMS) and General Logistics, Management & Leadership, Negotiation Skills.

I want to work with an organization which provides opportunity to its employees to further prosper as an asset through honesty, continuous hardworking sincerity and loyalty.

WORK EXPERIENCE

27 FEB 1998 – 27 FEB 2023 Different Cities, Pakistan

TRANSPORTATION MANAGEMENT, DOCUMENT CONTROL, COMPUTER OPERATOR (MS WORD, EXCELL, POWERPOINT), LOCAL PURCHASE, CONTRACT MONITORING, WAREHOUSE SUPERVISOR (F-16 A/C, DIFFERENT A/C PARTS, DIFFERENT WEAPON SYSTEMS SPARES, MT VEHICLES PARTS ETC), INVENTORY MANAGEMENT, ISSUE / RECIEPT / SHIPMENT OF TOOLS & TESTERS, OFFICE MANAGEMENT, SECURITY SUPERVISOR, FILLING PAKISTAN AIR FORCE

- Transportation Management.
- Dispatch & Reciept of items through Pakistan International Air Line, Pakistan Railways, Service Aircrafts, Civil Goods Transport, Billing for these services and record keeping for audit.
- Document controll and record keeping of all Logistics transactions.
- Computer Operator (Microsoft Word, Excel and Powerpoint).
- Local purchase of Items from civil market and vendors / contractors and bills processing for payment.
- Warehousing (F-16 A/C, Different A/C and weapon systems spares, MT Vehicles parts etc).
- Inventory Management.
- Contract Monitoring for Timely deliveries of items and maintain their records and correspondance with concerned firms / vendors.
- Warehouse Management.
- UAL Management (Issue / Reciept of Tools & Testers and their authorization).
- Management of Technical store (Cleaning Material store and Demand Processing).
- Demand processing for requirements of MT vehicles.
- Management for Auction of salvaged vehicles and items.
- Management & Supervision of Clothing items requirements at Air Headquarters for all personnel of Air Force.
- Budget Management of Clothing item requiremnts.
- Indent Processing and Funds distribution to Units for Local purchase of Urgently required items.
- Correspondances with vendors / contractors / manufacturing factories of clothing items.
- Local Purchase of Machinery and materials for Repairing of Aircraft Engines and different support equipment.
- Local Purchase of Machinery and materials for manufacturing / development of required items as per Air Headquarters instructions.
- Case processing for approval of Competent Financial Authority for purchasing of high value items.
- Bills processing for payments to vendors / contractors and firms.
- Supervisor Management & Procedure Branch of F-16 Air Logistics Depot.
- Unit Fund Management.
- Stationary Management for all sections of the Depot.
- Cleaning Material Management for all sections of the Depot to maintain clean and hygienic envoiornment.
- Management and deployment of Manpower.
- Issuance of necessary Admin Instructions and deployment of manpower as per requirements of sections.
- Security Supervisor duties.
- Management and deployment of personnel for security duties of the Depot and maintain duty rosters.

- Supervised all type of Audit Objections (Local Audit, Test Audit, Inspector General Branch's Audit) including receiving, vetting, replies preparation and arrangements of Audit meetings.
- Admin Officer duties.

● **DIGITAL SKILLS**

Microsoft Office

Microsoft Powerpoint | Microsoft Excel | Microsoft Office | Microsoft Word

Social Media

Facebook, whatsapp, email | Social Media

Zoom

Zoom

● **EDUCATION AND TRAINING**

Hassan Abdal, Pakistan

MATRIC WITH SCIENCE SUBJECTS Govt High School, Hassan Abdal, District Attock

27 FEB 1998 – 1 NOV 1998 Kohat, Pakistan

SECURITY INDOCTRINATION AND PHYSICAL TRAINING Pre Trade Training School, PAF Base Kohat

2 NOV 1998 – 28 OCT 1999 Kohat, Pakistan

SUPPLY (LOGISTICS) ASSISTANT TRADE TRAINING School of Logistics, PAF Base Kohat

1 MAR 2003 – 15 MAR 2003 Peshawar, Pakistan

BALLOON BARRAGE COURSE No 601 Wing, PAF Camp Badaber

14 JAN 2008 – 2 FEB 2008 Kohat, Pakistan

SUPPLY (LOGISTICS) ASSISTANT REFRESHER COURSE School of Logistics, PAF Base Kohat

20 AUG 2012 – 25 AUG 2012 Faisalabad, Pakistan

TEXTILE MATERIALS & TESTING National Textile University

1 SEP 2014 – 7 NOV 2014 Rawalpindin, Pakistan

DIPLOMA IN AUTOMATED LOGISTICS MANAGEMENT SYSTEM-EV (ALMS-EV) ALMS-ev Training Centre, No 103 ALC, PAF Base Nur Khan

5 FEB 2018 – 2 MAR 2018 Kohat, Pakistan

JCOS (TRADE) LOGISTICS ASSISTANT COURSE School of Logistics, PAF Base Kohat

2 JUL 2018 – 27 JUL 2018 Karachi, Pakistan

MILITARY LEADERSHIP AND COMMAND COURSE JCOs Academy, PAF Base Korangi Creek

● **LANGUAGE SKILLS**

Mother tongue(s): **PANJABI; PUNJABI | URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communiation and interpersonal Skills

- Hold the daily morning Assembly of all personnel of the Unit.
- Give them morning brief on daily tasks.
- Communicate daily routine orders and instructions.
- Give motivational and safety lectures.

● **CERTIFICATES & DIPLOMAS**

Certificates & Diplomas

- Matric Certificate
- Diploma in Logistics Management and Procedures
- Logistics Assistant Refresher Course
- JCOs (Trade) Logistics Assistant Course
- Experience Certificate