

ALTAf HAMID

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Contact: +971507190987

(Certified Logistics and Supply chain Professional)

Dubai, United Arab Emirates



Career Objective: Solutions focused, and results-oriented **MBA** Professional offering 10+ years of successful career in **Administration/Inventory Management/Warehousing & Distribution/Logistics, Housekeeping matters at managerial level**. I am a highly motivated and hardworking individual looking for a responsible role in a reputable organization where I can share my expertise and take the hiring company on the next level with motive to achieve the objectives set by the management.

Skills:

Decision Making	Problem Solving
Customer's centric approach	Multi-Tasking
Time Management	Coordination
Leadership	Inventory Management
Team Player	House Keeping
Scheduling& Distribution	Staff Management
Six Sigma	Followed health & Safety rules at work place
Effective Communication	Warehouse Operations
Accomplishment of Tasks on Time	Administration
Data Entry	Organization Skill
Book Keeping	Flexibility

Working Experience:

Ittefaq Cool Engineering Company Lahore Pakistan
Designation: Manager

(Mar 2020-June 2023)

Achievements:

- Formulated SOPs for each department.
- Set KPIs for staff members according to their designations
- Recovered 80% of company outstanding receivables.
- Provided on job training to the staff.
- Reduced operational cost by close monitoring of all financial activities.
- Established effective internal control.
- Maintained strong relationship of respect among staff

Achievements:

Globe Star Limited Company Lahore Pakistan
Designation: Operation Manager

(Nov 2019-Feb 2020)

- Recovered 70 % of the long outstanding receivables from creditors
- Maintained 100 % accuracy stock as per company standards.
- Ensured 100% delivery of safety shoes orders on time through 3PL
- 100 % responded to the customer complaints
- Maintained working atmosphere friendly & pleasant

Delhi Darbar Restaurant Lahore Pakistan
Designation: Manager

(Nov 2018-May 2019)

Achievements:

- Save money 25 % per month for purchase of stocks
- Achieved 100 % accuracy in inventory management.
- Provided on job training to the staff.
- 100 % responded to the customer complaints
- Maintained working atmosphere friendly & pleasant
- Avoided nepotism.
- Maintained strong relationship of respect among staff
- Managed staff of 30 subordinates including Chefs, Waiters

FAMCO Al Futtain Auto & Machinery LLC, UAE.
Designation: Warehouse & Distribution Manager

(Mar 2015 -Mar 2017)

Achievements:

- During working tenure, got best Inventory results with more than 99% accuracy both by line & value wise
- Got 110% "Old Core" returned and accordingly got appreciation from Principal and senior management.
- 100 % compliance to the health and safety issues relating to warehouse.
- Successfully supervised Internal & External Audit in 2015 & 2016.
- 100 % compliance to the company's rules, policies, regulations as required by management.
- Used more than 75 % space in warehouse for material/stock stacking.
- Reduced 3PL cost by 400 % by relaying the distribution through company's vehicles.
- Reduced staff overtime & transportation expenses by 100 %.
- 100 % discrepancies found in shipments, reported to the Inventory Department.
- Successful managed 32 warehouse subordinates (3 supervisors, 2 store keepers, 6 drivers, 21 pickers).

Pakistan Telecommunication Company LTD,
Designation: Assist. Manager R&C, Manager Admin &Coord, Manager (R&C)

(Dec1988 -Dec 2014)

Achievements:

- 100 % compliance given for maintenance of staff HR related records of more than 250 incumbents.
- Cost saved for procurement of general items for usage of head/sub-offices from approved vendors and by using out of box approach.
- Timely supervised both internal and external audits.
- 100 % compliance given to the rules, policies, regulations of the company.
- Efficiently and effectively maintained store/warehouse and other assets of the company as per company's instructions.
- 100 % compliance for maintaining official documents relating to all kind of official activities.
- 100% compliance to the government rules regarding disciplinary proceedings. Tax returns submission.
- Achieved KPIs regarding receipt of company's receivables from customers and arrangement of relevant record from collecting banks.

CREDENTIALS: _____

Professional:

- MBA (Finance) Allama Iqbal Open University, Lahore (Campus) Pakistan - 2006.
- APA, Pakistan Institute of Public Finance Accountants, Lahore, Pakistan, 2002
- B.Sc. (Bachelor of Science) University of the Punjab, Lahore, Pakistan 1987.
- S.A.S [Subordinate Accounts Service] for Auditor General of Pakistan, Islamabad, 2002

Technical:

- MS Office applications and ERP SAP MM.
- Integrated Management System (Quality, Environment and Safety) with reference to the Internal Audit for ISOs 9001:2007 for quality, 14001:2004 for environment and 18001:2008 for safety.

Professional Trainings / Skill Development Program:

- Certified Logistics and supply chain professional: KHDA & AIBM Certified

PERSONAL INFORMATION:

Languages Known:	English, Hindi and Urdu. German (initial level)
Marital Status:	Married
Driving License	Yes, possess UAE driving license