



## HAMID ZAMAN

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## CAREER PROFILE

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Dynamic Supply Chain & Logistics Management professional with 13 years of experience in driving operational excellence & business growth. Proficient in Procurement, Inventory Management, & Fleet Management. Demonstrated success in optimizing supply chain processes, reducing costs, & enhancing efficiency. Proven track record of leading teams, managing vendor relationships, & implementing strategic solutions that achieve significant cost savings & improve profitability. Known for solving complex challenges, delivering results, & contributing to organizational success through innovative & effective supply chain management practices.

## CAREER HIGHLIGHTS

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- **Pak Madina Enterprises:** Achieved significant business growth by reducing excess inventory by 30%, negotiating contracts that resulted in 15% cost savings, & leading operational efficiency improvements by 20%, raising the company's profit margin to Rs. 1,000,000 by the end of 2023.
- **SACHET Pakistan NGO:** Implemented new transportation & inventory management systems, reducing transportation costs by 30% & increasing on-time delivery by 20% to healthcare units across Islamabad, Rawalpindi, & Attock.
- **Master Limestone & Gypsum:** Developed & implemented a new quarrying strategy for limestone crushing, leading to the replacement of outdated machinery with high-quality, cost-effective equipment. This resulted in reduced labor costs & significantly increased operational efficiency, enhancing the company's profitability by Rs. 500,000.

## PROFESSIONAL EXPERIENCE

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### Pak Madina Enterprises, Chakwal, Pakistan

#### **Business Owner** (June 2017 - Present)

Overseeing all aspects of the business specializing in the wholesale & retail supply of sanitary items, white/black cement, & adhesive materials for ceramic, marble, & granite commodities.

- **Strategic Planning:** Developed & executed business strategies to exp& market research & increase profitability, focusing on both government projects & the local market.
- **Vendor & Supplier Management:** Built & maintained strong relationships with vendors to ensure timely procurement of inventory & secure the best pricing for materials.
- **Supply Chain Management:** Ensured optimal stock levels & managed the efficient distribution of products to government contractors & customers, minimizing downtime & improving order fulfillment.
- **Sales & Customer Relationship:** Provided attractive prices for sales initiatives to attract new clients while maintaining excellent relationships with existing customers, ensuring high satisfaction.
- **Financial Oversight:** Managed budgets, oversaw expenses, & ensured financial health through careful cash flow management & cost control measures.
- **Team Leadership:** Led & mentored a team, ensuring smooth day-to-day operations & fostering a collaborative & productive work environment.

## **SACHET Pakistan NGO, Islamabad, Pakistan**

### **Logistics Manager, Lead Trainer, Administration & HR Manager** (January 2013 - April 2017)

Held multiple key roles, contributing to the organization's mission of community development & empowerment.

- **Logistics Manager:** Managed the procurement & timely provision of medicines to SACHET Basic Health Units (SCDPs). H&led transportation management, negotiated with vendors, & ensured efficient movement of goods & resources.
- **Lead Trainer:** Conducted capacity-building sessions for youth in District Attock, Rawalpindi, & Islamabad under the Active Citizen Program in collaboration with the British Council.
- **Administration & HR Manager:** Oversaw all administrative tasks, ensuring smooth day-to-day operations, managing resources efficiently, & h&ling staff recruitment & management.

## **Master Limestone & Gypsum, Chakwal, Pakistan**

### **Supply Chain Manager** (January 2011 - December 2012)

Managed end-to-end supply chain processes to ensure efficient operations.

- **Procurement & Vendor Management:** Managed relationships with suppliers, negotiated, & ensured timely procurement of raw materials to meet production demands.
- **Inventory Control:** Implemented effective inventory management systems to optimize stock levels, reduce wastage, & ensure materials were available when needed.
- **Logistics & Fleet Management:** Coordinated transportation of materials & finished products, ensuring timely & cost-effective delivery.
- **Process Optimization:** Identified opportunities to streamline processes, improve efficiency, & reduce costs while maintaining high standards of quality & safety.
- **Demand Planning:** Collaborated with sales & production teams to forecast demand & align supply chain activities with business goals.

## **EDUCATION**

### **National University of Modern Languages (NUML), Islamabad, Pakistan**

#### **Master of Business Administration (MBA) Supply Chain Management** (2008 - 2010)

*Final Thesis:* Impact of Efficient Inventory Management on Productivity in the Textile Sector of Pakistan

## **PROFESSIONAL EDUCATION**

- **Certificate:** Basic Security in the Field II (BSITF II), United Nations Department of Safety & Security (September 3, 2014)
- **Certificate:** Project Proposal Writing, Establishment Division, Government of Pakistan (May 12-16, 2014)
- **Certificate:** Customer Service Skills Program, Rawalpindi Chamber of Commerce & Industry (June 30, 2010)

## **EXTRACURRICULAR & VOLUNTEER ACTIVITIES**

### **Trainer, Capacity Building (Active Citizen Program)**

#### **British Council Islamabad**

Conducted capacity-building sessions for youth focused on leadership, education, & community engagement.

### **Community Volunteer, Local Water Supply Improvement**

Successfully regularized & improved the local water supply system, including the installation of solar panels, reducing electricity bills, & prioritizing solar system usage.

### **Charity Fundraiser, Education Support**

Raised funds to enable poor students to access education, including providing books, uniforms, & other necessary supplies.