

## Contact

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## Top Skills

Materials Management  
Supply Chain  
Team Leadership

## Languages

English  
Urdu

# Abdul Basit Zahid (MBA - SCM)

Logistics | Warehousing | Transportation | Import | Export  
Karāchi, Sindh, Pakistan

## Summary

Experienced a demonstrated history of working in Multi National Companies. Skilled in Operations Management, Logistics Operations. Strong Operations professional with a Master of Business Administration (MBA) focused in Supply Chain Management from Iqra University (Official).

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## Experience

### Connect Logistics

#### Assistant Manager Logistics

February 2015 - Present (8 years 5 months)

Karachi, Pakistan

- Maintain receiving, warehousing and distribution operations by initiating, coordinating and enforcing program, operational and procedures.
- Daily coordination with clients for inbound/ outbound planning.
- Arrangement of transport as per the daily plan.
- Daily planning and execution of sale orders provided by client.
- Monitor daily maintenance of MHE equipment.
- Effective communication with all stakeholders including transporters and clients.
- Monitoring & maintaining warehouse utilization as per client requirement.
- Coordinate with transporter for smooth dispatch operations and timely solution of complaints.
- Controls inventory levels by conducting physical counts, verification while receiving and dispatching; reconciling with data on daily basis.
- Maintain physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisition for replacement.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintain warehouse staff by recruiting, selecting, orienting and training employees.
- Contributes to team effort by accomplishing related results as needed.

- Ensure health, safety, cleanliness and security of the warehouse.
- Responsible for keeping safe system of work intact. Keeping quality of the facility and quality of the product integrated.
- Responsible for communicating any hazardous condition or act of a member which can pose QSHE risks for other workers or facility.
- Compliance with QSHE rules at facility is the core responsibility.

## Total

### Warehouse Lead

April 2010 - January 2015 (4 years 10 months)

Karachi, Pakistan

- Handling of finished product of around 23000KL per annum
- To guide raw material and packaging material staff in achieving process safety awareness and reflecting it in their day-to-day activities.
- Manage receiving of raw and packaging materials in warehouse to achieve the production plan on time.
- Ensure the availability of the finished goods against the dispatch plan received on daily basis.
- Ensure matching of the physical and theoretical quantities for packaging materials and finish goods.
- Update documents to record the movement of the goods from warehouse and monitor deviation.
- Arrange the packaging materials at floor to fulfill the requirement of the filling section on daily basis.
- Manage QMS implementation pertaining to all activities in warehouse.
- Support/coordinate monthly physical stock audit with finance team.
- Participate to update respective work area board visual boards.
- Ensures compliance with all the related documents, policies, procedures and work instructions for warehouse management for the compliance of Quality Management System (QMS).
- Ensures placing of the packaging materials & finished goods at designated area for better control.

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## Education

Iqra University (Official)

Master of Business Administration (MBA), Supply Chain Management · (January 2012 - April 2017)