

LUQMAN BUTT

DUBAI UAE

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OBJECTIVES:

Proven team leader, strong analytical, planning, and forecasting skills. Although leader in emerging Supply Chain management with keeping broader view of HR as well in the field. Able to articulate a vision, strategy or idea clearly and thrive in a fast-paced startup environment. Experience d in improving pipeline visibility, improving quality, system competitiveness in the market.

ACADEMIC BACKGROUND:

- MBA-HRM (2010-2012) Allama Iqbal Open University, Islamabad
- B. Com (2007-2009) Elite College of Commerce, Punjab University Lahore
- F.Sc (2004-2007) Govt. College for Boys Gujranwala.
- IELTS (2007)

WORKING EXPERIENCE:

Independent Food Company Riyadh KSA

Warehouse Manager

FEB 2022 till JULY 2023

Signature Juices Factory Damm KSA

Warehouse Manager

Feb 2020 till Feb-2022

Warehouse Sr. Supervisor

Nov 2017 till Feb 2020

Sr. Warehouse Officer

Dec 2016 till Nov 2017

Coca Cola Beverages Pakistan Limited

Warehouse Officer (Supply Chain)

May 2010 till Jan 2016

Master Tiles & Ceramic Industries PAK

Accounts Officer Master Tiles

July 2009 till April 2010

KEY RESPONSIBILITIES AS MANAGER WAREHOUSE:

Managing all Food & beverages materials warehouses “four warehouses”, which feeds all production units with the below responsibilities:

- Managing departments including frozen, dairy, fresh vegetable, beer and wine.
- Managing food and beverage operations within budget and to the highest standards.
- Leading F&B team by attracting, recruiting, training and appraising talented personnel.
- Establish targets, KPI's, schedules, policies and procedures.
- In INDEPENDENT food company in KSA We deal below brands of Indpt:
 - **SALT**
 - **PUBLIC**
 - **SOMEWHERE**
 - **Joe & Juice**
 - **GRIND**
 - **PARKERS**
- Comply with all health and safety regulations.
- Reviewing product quality, including taste tests, to ensure that it meets customer standards.
- Plan, forecast and execute food and beverage order.
- Forecasting, planning and ordering food supplies for the kitchen, as well as beverages to stock the bar.
- Strategically manage warehouse in compliance according to company's policies and vision and SOPs.
- Achieving financial objectives by preparing an annual budget (OPEX & CAPEX),
- Building positive relationships with food and beverage vendors.
- Overseeing stock control and processing orders.
- In Signature Juice's warehouse We deal below cities and outlets:
 - **Juices Factory**
 - **Yaal**
 - **Tackle Box**
 - **All outlets of KSA**
- Coordinating use of automated and computerized systems.
- Managing all warehouses utilization and optimizing the warehouse storage capacity.
- Developing the warehouses' storage systems to accommodate a new customer (3PL).
- Producing regular reports and statistics on a daily, weekly, and monthly basis.
- Maintaining standards of health and safety, and security in the work environment.
- Completing warehouse operational requirements by scheduling and assigning employees.

KEY RESPONSIBILITIES AS SR. SUPERVISOR WAREHOUSE:

- Ensure timely lifting of product from production unit to ensure smooth shipments.
- Compliance of procedures and ensure that actions are being performed as per company policies and SOP.
- Compliance of value standards in warehouse and ensuring that GMP is preserved.
- Employment distribution and resources management as per requirement.
- Ensure that fork lifters have a complete plan of picking and placement as per FEFO.
- Ensure that hayloft monthly KPI's are being met with strict control on shortages and damages etc.
- Guide forklift operator to stock material properly in designated column for each SKU's.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Arrange warehouse, catalog goods, plan routes and process shipments.
- Resolve any arising problems or complaints.
- Supervise, coach and train warehouse workforce.
- Meet cost, productivity, accuracy and timeliness targets.
- Maintain metrics and analyze data to assess performance and implement improvements.

KEY RESPONSIBILITIES AS SR. OFFICER WAREHOUSE:

- Ensure timely delivery of material to the production unit for smooth production.
- Ensure monthly material forecasting for warehouse items.
- Monitoring of frozen and food items as per FEFO.
- Recording of all receiving and issuing entries in proper manner.
- Monthly inventory to reconcile physical stock with balance stock.

KEY RESPONSIBILITIES AS OFFICER WAREHOUSE:

- Guarantee all procedures and physical contact are being done in a harmless and well-organized way.
- Compliance of procedures and ensure that actions are being performed as per company recommendation.
- Compliance of value standards in warehouse and ensuring that GMP is preserved.
- Employment distribution and resources management as per requirement.
- Ensure that fork lifters have a complete plan of picking and placement as per FEFO.
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- Ensure that hayloft monthly KPI's are being met with strict control on shrinkage etc.

KEY RESPONSIBILITIES AS ACCOUNTS OFFICER:

- Factory Impress (Petty Cash) Reconciliation.
- Factory Receipts journal vouchers.
- Payment for suppliers.
- Monthly Reconciliation of supplier's accounts.
- Checking of payroll for staff and workers.
- Factory expenses analysis on a monthly basis.

CAREER ACHIEVEMENTS:

- Certificate of Appreciation (Coca-Cola).
- Appreciation letter for the implementation of innovative ideas, synergy.
- Employee of the month award (Signature).

PERSONAL DETAILS:

- Experience: 12 Years
- Current Location: Dubai UAE
- Current Designation: Warehouse Manager
- Previous Organization: Independent Food Company
- Reporting To: Supply Chain Manager
- Family Details: Married
- Date of birth: 20-Dec-1987
- Nationality: Pakistan
- Language: Arabic, English, Urdu