

# Muhammad Muaaz Naseer

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## Objective

Supply Chain Professional with 4+ years of experience optimizing complex supply chain operations. Skilled in **strategic planning, logistics, procurement, and process improvement**. Proven ability to drive operational excellence, reduce costs, and enhance organizational efficiency. Seeking a challenging role to contribute expertise and advance career within a dynamic organization.

## Professional Experience

### HATZOL International- Dubai, U.A.E.

Supply Chain & Logistic Coordinator

Dubai, U.A.E

(October 2023 – Present)

#### Responsibilities

- **Oversee end-to-end supply chain operations:** Coordinate procurement, inventory management, logistics, and distribution to ensure efficient and cost-effective processes.
- **Develop and execute supply chain strategies:** Implement innovative strategies to optimize supply chain performance, reduce costs, and improve customer satisfaction.
- **Build strong supplier relationships:** Collaborate with suppliers, manufacturers, and distributors to establish partnerships, negotiate favorable terms, and ensure timely delivery of products and materials.
- **Optimize inventory management:** Implement effective inventory control systems to minimize stockouts and excess inventory, while maintaining optimal product availability.
- **Manage logistics and transportation:** Oversee the planning, execution, and monitoring of transportation activities to ensure efficient and cost-effective delivery of goods.

### Shimla (Pvt) Ltd.

Supply Chain Analyst

Lahore, Pakistan

(July 2020 – July 2023)

#### Responsibilities

- **Optimize inventory management:** Monitor inventory levels, forecast demand, and implement strategies to prevent stockouts and overstock situations.
- **Drive process improvement:** Analyze and optimize supply chain processes to identify inefficiencies, reduce costs, and enhance customer satisfaction.
- **Ensure regulatory compliance:** Maintain adherence to industry regulations and company policies throughout all supply chain activities.
- **Manage supply chain disruptions:** Proactively identify and resolve issues related to delays, shortages, and quality control problems.

### Adnan Automobiles (Pvt.) Ltd. Pakistan

Assistant Supply Chain Analyst

Lahore, Pakistan

(November 2018 – June 2020)

#### Responsibilities

- **Collaborate with cross-functional teams:** Foster strong relationships with internal teams, including sales and finance, to ensure alignment of supply chain activities with business objectives.
- **Drive continuous improvement:** Identify and implement innovative initiatives to enhance supply chain performance, reduce costs, and improve efficiency.
- **Provide data-driven insights:** Prepare and present regular reports on supply chain performance, highlighting key metrics, areas for improvement, and potential risks.

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## Education and Qualification

- **BBA. (Hons.) in Supply Chain & Logistics** – Imperial College Of Business Studies

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## Volunteer & Leadership Work

- SOS Children's Villages Pakistan (2009 – 2011)
- Alkhidmat Foundation Pakistan (2008)

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## Skills

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|---------------------------|------------------------------|------------------------|
| • Supply Chain Management | • Inventory Management       | • Problem-solving      |
| • Data Analysis           | • Transportation & Logistics | • Project Management   |
| • Logistics Software      | • Regulatory Compliance      | • Business Development |

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## Technical Skills

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|----------------------------|------------------------|----------------------------|
| • Project Management Tools | • Microsoft Excel      | • CRM Tools: Hub Spot,     |
| • Analytics and KPIs       | • Microsoft PowerPoint | Sales Force, Pipe drive, & |
| • Microsoft Word           | • Logistics Software   | Monday.com.                |

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## Language

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|--|--|------------------------------------|
| • English<br><i>Native Proficiency</i> | • Punjabi<br><i>Native Proficiency</i>     | • Arabic<br><i>Limited Working</i> |
| • Urdu<br><i>Native Proficiency</i>    | • Hindi<br><i>Professional Proficiency</i> | <i>Proficiency</i>                 |