

SAAD ARAB

Supply Chain Professional

+971 507324082

saadarab22@yahoo.com

Professional Statement

Self-motivated service-focused Supply chain & ERP Professional seeking to utilize both experience and education for a suitable position that offers variety of challenges and the opportunity to develop both personally and professionally.

Education

University Of Karachi

Bachelor of Commerce

PECHS Govt. Science & Commerce Boys College

Intermediate (Pre-Engineering)

Roosevelt Grammar School

Matriculation (Science)

Certification

Pakistan Institute of Management

Certified Supply Chain Professional (CSCP).

Experience

Shabbir Tiles & Ceramic.

May 2022 - Till Now

Join the company in May. 2022 as an **Assistant Manager (Finished Goods)**

Responsibilities

- Selecting carriers and negotiating contracts and rates.
- Planning and monitoring inbound and outgoing deliveries.
- Supervising logistics, warehouse, transportation, and customer services.
- Organizing warehouse, label goods, plot routes, and process shipments.
- Responding to any issues or complaints.
- Researching ideal shipping techniques, routing, and carriers.
- Working with other departments to incorporate logistics with company procedures and operations.
- Evaluating budgets and expenditures.
- Updating and evaluating metrics to assess performance and implement enhancements.
- Ensuring all operations adhere to laws, guidelines, and ISO requirements

Join the company in Apr. 2021 as a **Team Leader (Warehouse)**

Responsibilities

- Create an inspiring team environment with an open communication culture.
- Set clear team goals.
- Delegate tasks and set deadlines.
- Oversee day-to-day operation.
- Monitor team performance and report on metrics.
- Motivate team members.
- Discover training needs and provide coaching.
- Listen to team members' feedback and resolve any issues or conflicts.
- Recognize high performance and reward accomplishments.
- Encourage creativity and risk-taking.
- Suggest and organize team building activities.

Projects:

- Hilton Pharma
- Searle Pharma
- Hinucon Pharma
- National Foods Ltd.
- Shangrila Foods
- Pharmatec.
- G&T Tyres

Transsion Tecno Electronic Pvt. Ltd.**Dec 2019 - Mar 2021**

Join the company in June 2020 as a **Line Leader (Warehouse)**

Responsibilities

- Lay the ground rules for safety within the designated perimeters of the product line, or physically allotted area
- Handle inventory management duties to ensure that stock within the designated line is available and ready for picking
- Receive picking and packing orders and select the most appropriate warehouse worker to handle it
- Assist warehouse workers in locating, picking and packing items according to work orders.
- Properly affix all tags and labels on packaged items and that all information on them is in accordance with the product and its specifications
- Oversee the packaging and delivery of packed products to the delivery pallet and create associated paperwork
- Ensure that all shipments are properly and carefully loaded onto the delivery truck – provide input in stacking items safely
- Supervise warehouse staff to ensure that all safety protocols are being taken into account when performing work duties

TCS (Pvt.) Ltd.**Nov 2017 - Nov 2019**

Join the company in Nov 2017 as an **Assistant Manager (Operation)** on a project

Yayvo.com.

It's an **E-commerce** project.

Responsibilities

- Assist Operations Manager in supervising daily operations of organization.
- Address operational issues and concerns in a timely fashion.
- Supervise operations team to ensure operational excellence and excellent customer services.
- Educate operations team on best practices, company policies and service excellence standards.
- Develop and maintain operational guidelines for staffs.
- Oversee operational cost, risk and audit activities.
- Assist in interviewing, recruiting, training, performance evaluation, and promotion and termination activities.
- Determine staffing requirements, work assignment and schedules for new projects.
- Generate operational reports for management as needed.
- Assist for all shipping and receiving, worked efficiently by placing items in the correct inventory location and documenting what was added to existing inventory.
- Assist for all incoming and outgoing packages, ensured proper packaging, labelling and loading of shipments into delivery vehicles.

In May 2019 on a project **Medtronic.**

It's an **“International Standard”** project with **SAP** implementation.

Responsibilities

- Plan, implement and manage procedures to optimize inventory control
- Define inventory KPIs and track them regularly
- Oversee daily operations and identify bottlenecks
- Suggest solutions for continuous improvements
- Stay up to date with the latest technology and best practices
- Use SAP for daily cycle count.

Joined the company in March 2010 as a **Warehouse Supervisor / Production In charge.**

Responsibilities (Production In charge).

- Meet the daily production targets.
- Quality check.
- Maintain daily report.
- Generate closing report of the month and send it to the management by email.

Responsibilities (Warehouse Supervisor).

- Supervise day-to-day operations in a warehouse.
- Supervise loading and unloading operations.
- Supervise forklift and pallet jack operations.
- Supervise counting, weighing and identifying of materials meant for shipment.
- Check materials against customer orders, packing lists and billings.
- Develop annual department budget.
- Check and verify materials in warehouse periodically.
- Maintain records of equipment, materials and products.

United Mobile**Mar 2008 - Feb 2010**

Joined the company in March 2008 as an **Assistant Inventory Officer.**

Responsibilities

- My work is to check inventory for daily dispatch.
- I check the inventory for usual purchasing principles & local.
- It is the main responsibility of my duty to carry daily closing balance in hand.
- Daily deliver report for routine purchases principles & local.
- I forward report for daily dispatches of all location to the management through email.
- Generate report for balance in hand and send it to the management by email.
- Issuance of new parts to several locations when it's required.
- I also work on removing errors regarding software which is usually the sensitive symptom.
- Checking of item ledger is the main responsibility of my routine work.
- Manual work is also done on excel regarding parts management by me.

Computer Skills

- MS Office
- SAP
- WMS

Personal Information

- Date of Birth 04-July-1986
- NIC NO. 42101-4368816-7
- Marital Status Married
- Address Flat No. D7/4 Fahad Square Gulzar-e-Hijri Scheme 33
Gulshan-e-Iqbal Karachi.