

Hafiz Muhammad Ahmad

Sales Marketing | Purchases & Logistics Supervisor |
Transport Operation Supervisor

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International City Dubai, UAE



Objective

To build a career in a growing organization where I can prove myself successfully and enhance organization efficiency, and my abilities by accepting challenges. Fulfilling the organization goal and climb the career ladder through continuous learning and commitment

Experience

Transport Operation Supervisor | Al Dhafra Gate Contracting & Maintenance

March 2015 to June 2019 (4 years, 4 months) Abu Dhabi UAE

- Ensure implement day-to-day activities of transportation.
- Supervise workloads, schedule, tasks and other related functions.
- Maintain and manage all databases relation to transportation activities.
- Ensure compliance of safety standards in transportation functions.
- Ensure maintenance of vehicles in good running condition.
- Handle loading and unloading operations.
- Initiate cost efficiency measures in transportation operations.
- Implement environmental laws, procedure and processes.
- Build internal and external customer relationships.
- Manage, supervise and monitor fleet operations

Purchases & Logistic Supervisor | Genova Gen Contracting & Transporting

May 2012 to October 2014 (2 years, 6 months) Abu Dhabi UAE

Duties as Purchase Assistant:

- Monitoring all type of purchases like Civil, Mechanical, Electrical & General Items.
- To provide technical & commercial assistance to site supervisor and foreman.
- Daily reporting to Purchase Manager with work done & work under process.
- Negotiate purchases to ensure lowest cost consistent with company standards for quality materials/Products.
- Local visit to improve vendor relationship & material sourcing.
- Creating and implementing purchasing strategies for materials/products and payments.

Relevant Skills

- Customer Service
- Administration
- Management
- PRO Services
- Internet Operation System
- MS Office Word, Excel
- Negotiations
- Import / Export Operations
- Supplier Sourcing
- Product Marketing
- Data Entry
- E-Comm Seller Central Account
- FBA Wholesale / Private Label
- Arbitrage / Drop shipping

Personal Information

Date of Birth 7 November 1987 (Age:36)

Gender Male

Nationality Pakistan

Marital Status Single

Visa Status Employment

Driving License United Arab Emirates

Current Address Cluster Morocco J-06 International City Dubai, UAE

Duties as Logistic Supervisor:

- Specifying and managing plant and equipment.
- Maintain an asset register of all equipments.
- Ensure vehicles and plant are operated safely by trained personnel and in a legally compliant manner.
- Ensure all equipment is inspected, maintained and tested to agreed frequencies.
- Select a delivery management technique, process and system.
- Provide logistics instructions to all project suppliers.
- Manage all movements to and from site and keeping associated records.
- Plan to and maximize load capacity on all vehicles arriving at site where possible; ensure suppliers use appropriate vehicles for delivery.
- Ensure that drivers and vehicles meet the required standards before being accepted to site.

Senior Sales & Marketing Executive | Quick Move Land Transport LLC

January 2007 to April 2012 (5 years, 4 months) Dubai UAE

- Schedules works for all operators, ensure the availability of relief operators, approves vacations and monitors subordinates operation and maintenance of assigned equipment for adherence to departmental procedures and safety regulations.
- Maintains comprehensive records for each item of equipment with respect to down time, mechanical malfunctions and repairs necessary. Assembles reports on the suitability, reliability, availability and operating costs of various models of equipment.
- Liaises with Mobile Equipment Services (MES) for the repair and maintenance of all heavy machinery. Ensure that routine maintenance, such as greasing is performed by subordinates according to schedules.
- Performs administrative duties such as keeping time sheets, maintaining daily equipment logs submitting manufacturer warranties.
- Liaison with banks and other finance companies for provision of loans, facilities, purchase of equipments for the company.
- Ensuring timely payments of banks markup & monthly installments in lieu of financed equipments.
- Overseeing preparation of monthly salaries.
- Established and maintained the necessary internal controls as desired by management.

Education History

High School | Allama Iqbal Open University

Class of 2016 to 2018

- Business & Commerce

Secondary School Certificate | Laboratory Boys High School

Class of 2003 to 2005

- Computer Science Course

Certificate & License

Freelance Virtual Assistant | Onez Commerce Lahore, Pakistan

- E-Commerce Course

Driving License | United Arab Emirates

- Light Motor Vehicle 3/*