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|  **Email :****Adnan.384927@2freemail.com** | **ADNAN** |
| **Career Objective:**My goal is to work in **Logistics & Procurement** and become associated with an organization where I can utilize my skills and gain further experience while enhancing the organization’s reputation. |
| **Profile:*** 3.5 years of experience in logistics and purchasing in Pakistan.
* Professionally qualified with a Master Degree in Supply Chain Management.
* Well versed in computerized working environment and have proficiency in MS Dynamics AX, SPSS, PLS Software & MS Office Suites.
* Strong numerical and analytical skills with good industrial knowledge.
* A team player with excellent interpersonal skills.
* Keen attention to details; sound decision making skills
* Great relationship building skills with excellent communication, negotiation and convincing &, problem solving skills.
* Resourceful, self-driven, proactive and independent worker
* Hardworking and meticulous with positive attitude.
* Able to work well under stress in a fast paced environment

**Professional Experience:****Logistics Officer:*** Develop logistics along with support plans, budget requirements and deployment timelines for new operations.
* Develop logistical plans for current operations and logistics contingency plans.
* Prepare plans for liquidation and downsizing.
* Develop and execute tools and methodologies to enable effective implementation of logistic plans.
* Design and develop standard operating methods to manage logistics operations efficiently.
* Ensure accountable, timely and cost-effective release of peacekeeping cargos along with personnel.
* Ensure all supervised staff members are trained as well as cross-trained adequately.
* Identify added logistic training requirements to attain high working standards.
* Coordinate and present logistics support to ongoing land, air, rail and river operations.
* Ensure logistics requirements take gender-specific needs into consideration.
* Coordinate logistics activities related to procurement, funding, substantive units and humanitarian affairs.
* Develop and execute logistics support policy, processes and methodologies to general benefit of all mission units.
* Develop reports on material and personnel movements and various operational logistics problems.
* Involve in technical survey missions for new assignments and pre-deployment corroboration visits to troop contributing countries.
* Guide and oversee performance of new and junior logistics officers.

**SERVIS INDUSTRIES(DEC 2016 to September 2017)** **Replenishment Executive:*** Managed 2000 SKU’s(Men,Ladies,Kids)
* New Store Requirement Plans
* Allocation Plans
* Purchase Orders
* Inter-store transfer Plan
* Replenishment Plans
* Reduction Dashboards
* Assist in creating and maintaining strong working relationships with internal and external customers that interface with replenishment
* Assist in preparing and issuing performance reports, communicate findings and recommendations along with plans for area of opportunity.
* Actively worked in Demand & Supply planning.
* Assist in managing unproductive inventory, identify trends and prepare recommendations along with category head for resolving issues.
* Assist in preparing category reports to influence in-season and end of season markdown strategy.
* Assist in execution of management plans for end of season.
* Actively participated in forecast plans for aligning with demand planning and inventory management at store level for balancing benefit at both ends.
* Perform other related duties as assigned.

**Metro Flex Industries(Jan 19-2015 to September 2016)** **Assistant Manager Procurement:*** Evaluate all purchase acquisitions and purchase orders on regular basis and develop implementation strategies for all programs and provide optimal level of customer services and prepare all reports to identify cost cutting initiatives.
* Manage all communication for purchase orders with vendors and analyze all communication for same and resolve all purchase issues and coordinate with accounts payable department to process all invoices.
* Manage and distribute all site condition reports for all budget processes and administer all vendor requests and ensure compliance to all purchasing guidelines and perform cost analysis on all procedures and prepare required reports.
* Assist in preparing budgets for all purchasing procedures.
* Design all purchase orders for all stock and non stock items and ensure timely delivery of all products and administer all vendor performance and facilitate corrective actions as required.
* Maintain records of all purchase order and associate documents for all processes and maintain knowledge on all open order and its status and provide assistance to all purchasing staff and manage all calls for purchasing and delivery schedule.

**Projects and Research*** Performance Measurement System in Supplier Network.
* Benchmark Best Practices In lead Time Reduction Of Footwear Supply Chain: A Case Study of Pakistan Leading Footwear Brand.
* Impact Of Supplier Selection Criteria On Supply Chain Performance In Manufacturing Industry Of Pakistan.

**Education/Qualification****MS- Supply Chain Management (2014-2016) CGPA 3.43**School of Business and Economics (SBE), University of Management and Technology (UMT),Lahore**BS- Economics (2009-2013) CGPA 3.66**University Of Sargodha (UOS), Sargodha.**Personal/Professional Competencies*** **MS Dynamics AX**
* **SPSS**
* **PLS Software**
* **MS Word, Excel, Power point**

**Training:*** Management & Professional Development Department, Punjab Institute Of Management And Professional Development ( 18-09-17 To 29-09-17)

**Personal Details:**Nationality : PakistaniDate of Birth: 16-08-1991Status: SingleLanguages: English & UrduVisa: Visit Visa |