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| **NAME: MUNEEB** Experience: 9 Years, including 2 years as Operations Logistics Coordinator in UAE. **Educational Qualifications:**MS Logistics and Supply Chain Management. (2016).  **Professional Certification:**International Supply Chain Professional, from International Purchasing and Supply Chain Management Institute USA (2016)  **Key Skills:**   * Dealing with UAE Customs(AbuDhabi Customs Systems, Dubai Mirsal Customs systems)**,** * Warehouse Management withSAP ERP, * Projects supply chain management,including centralized procurement, * Tendering and contract management.   **Current Location:**Abu Dhabi, UAEon Visit visa  **Email:**[muneeb-395107@gulfjobseeker.com](mailto:muneeb-395107@gulfjobseeker.com) |  |

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| **MAJOR ROLES IN VARIOUS ORGANIZATIONS** |
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* Operations LogisticsCoordinator at JAS Middle East FZE (Projects Oil & GAS) Abu Dhabi, UAE – January 2017 to October 2018.
* Supply ChainCoordinator APEX Consulting Pakistan Islamabad February 2009 to August 2016

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| **COMPUTER SKILLS/ SOFTWARE SKILLS** |
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* SAP ERP
* MS Office (Excel, Access, Word, Power Point )
* E- Views

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| **CERTIFICATIONS/ TRAININGS** |
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* Certification in International Supply Chain Professional (ISCP) International Purchasing and Supply ChainManagement Institute USA (2016)
* HSE Management in Warehouse.

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| **EMPLOYMENT RECORDS** |
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**Organization: JAS Middle East FZE (Projects Oil & Gas) Abu Dhabi/Dubai UAE**

**Job position: Operations Logistics Coordinator**

**Year: February 2017 to October 2018.**

* Organizing and managing inventory, storage and transportation
* Analysing and Optimizing logistics procedures
* Reviewing, preparing and routing purchase orders
* Ensuring the safe and timely pickup and delivery of Shipments
* Monitoring shipments costs, timelines and productivity.
* Addressing and resolving shipment and inventory issues.
* Liaising and negotiating with supplier and customer.
* Prepare customs documentation and ensure that shipments meet all applicable laws to facilitate the import and export of goods.
* Determine and track duties, taxes payable and process payments on behalf of client.
* Represent clients in meetings with customs officials and apply for duty refunds and tariff reclassifications.
* Coordinate transportation and storage of imported goods.
* Getting approvals from Authorities (ESMA/NRA)
* Arranging to submit all the documents i.e. Invoice, Packing list, Certificate of origin, approval letter to Customs
* Keeping record of warehouse on ERP system
* Conduct regular safety audits in Warehouse
* Organize training sessions for employees (e.g. proper use of machines and handling of hazardous material)
* Keep organized records of vehicles, schedules and completed orders
* Ensure compliance with company policies and shipping legislation
* Stay up-to-date with safety regulations

**Organization: APEX Consulting Pakistan Islamabad, Pakistan**

**Job position: Supply Chain Coordinator**

**Year: February 2009 to August 2016**

* Coordination of central procurement for civil construction projects.
* Execution of logistics arrangement for material and workforce at multiple sites.
* Review and analyse all potential vendors/Suppliers, supply and price options comparison.
* Monitoring the stock level & total inventory and its management.
* Ensure purchasing policy, guidelines and all associated documents are in place and updated.
* Providing management all the reports and key performance data on regular basis.
* Manage relationship with supplier and select new vendors.
* Negotiate and manage contract terms with suppliers to ensure value off money, quality standards and delivery terms with technical stockholders.
* Contract preparation and monitor order placement in right time according to purchasing cycle.
* Maintain supplier database, their qualification, price list, lead-time and payment terms.
* Negotiation with bank and accounts department for Letter of credit and other payment methods.