**Zahid**

***Mobile:0504753686***

***Email:*** ***zahid-399391@2freemail.com***

***Skype ID: rohtas100***

***Father's Name: Ghulam Mehboob***

***DOB: 1st Oct 1963***

***Country: Pakistan***

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| **Objective** |

To pursue a long term career relationship with a growth oriented organization

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| **Experience** |
|  |  | **Country** | **Dates** |
| ***Job Responsibilities:*** |  | Pakistan | 2016-2019 |
| * Ensure adequate inventory levels at all times.
* Ensure all goods are shipped, paid, released and received in the system in a timely manner.
* Manage all activities related to inventory acquisition and logistics.
* Organizing all outgoing shipment.
* Organizing and supervising warehouse and distribution staff.
* Interacting with vendors and suppliers on a daily basis.
* Follow-up the inquiries and RFQs from customer.
* Deciding on how much stock to put in a shipment.
* Ensure that stock and goods are stored properly and at the right place.
* Managing the storage spaces and ensuring it is efficiently used.
* Identifying and resolving any inventory discrepancies and ensuring that the inventory and system records are in agreement.
* Recruiting and training new members of staff.
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| **Company** | **Designation** | **Country** | **Dates** |
| **Weatherford Drilling International*****Job Responsibilities:*** | Warehouse/Material & Logistics supervisor |  IRAQ -Kurdistan | 2013 – 2016  |
| * Strong knowledge and understanding of material requisitioning, expediting, logistics and site material management.
* Manages and supervises the inventory transaction processes to ensure inventory accuracy and timelines.
* Prepares statistical and information reports on material coordination and warehouse activities.
* Support administration and data entry of physical inventories.
* Manage consumables, dangerous goods/chemicals, or similar items.
* Coordinate the ordering process and expedition of parts to meet planned, scheduled and any immediate requirements from Vendors, Purchasing/Warehouse.
* Ensures repairable and routable materials are properly identified, decontaminated, tagged and properly arranged for transportation & dispatch.
* Focus on safely reducing costs, while ensuring fleet supply reliability is maintained.
* Proactively manage and follow –up on the warranty claims.
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| **Company** | **Designation** | **Country** | **Dates** |
| **Weatherford Drilling International** | Material and Logistics Assistant | IRAQBasrah |  2010 - 2013 |
| ***Job Responsibilities:**** To ensure availability of critical parts for repair and maintenance of equipment.
* Ensuring warehouse compliance with OHS requirements.
* Meeting inventory targets and warehouse benchmarks.
* Preparing requisition for purchasing.
* Issue of materials from warehouse.
* Ensuring that products are safely stored in appropriate locations.
* Maintaining warehouse on the rig side.
* Manage hazard material with safety data sheet (MSDS).
* Accurate physical inventory/cycle counts/stock condition verification.
* Management of material movement, facility transfers and returns.
* Identification and disposition of obsolete, no-moving and excess material.

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| **Company** | **Designation** | **Country** | **Dates** |
| **KCA Deutag Drilling Company** | Material Coordinator | OMAN | 2006-2010 |
| ***Job Responsibilities:*** * Responsible for the procurement of equipment/materials required for operation at the company supply base/yard.
* Prepare requisition, bids, contracts, cover letters and other contract related documentation as required as well as perform contractual /commercial review of bid submittals along with analytical resources from the Business Management group.
* Liaise with suppliers to clarify and negotiate contractual/commercial issues and to expedite document

Processing and execution. * Implementing and monitoring cost-effective, expedient, and in compliance.
* Ensure all asset, procurement and materials requirements for the job are met
* Inventory process control.
* Vendor Contract negotiation.
* Negotiate contracts & purchases across all departments to ensure a professional service with suppliers.
* Materials handling process management.
* Improving corporate profits and decreasing expenditures.

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| Company | Designation |  Country | Dates |
| KCA Deutag Drilling Company | Material Controller  |  OMAN |  2001-2005 |

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|  ***Job Responsibilities:*** * Responsible for incoming and outgoing of equipment.
* Tracking of equipment for repair and maintenance.
* Supervise the off-loading and storage of equipment and supplies.
* Preparing requisition for purchasing.
* Ensure sufficient inventory is available to support drilling process.
* Maintaining warehouse on the rig side.
* Inventory and stock control
* Maintain material and assets control register
* Maintain detailed registers of all rental and consignment stock
* Correspondence with purchase department.

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| Company | Designation | Country | Dates |
| Cummins Pakistan (ltd). | Marketing Executive | Pakistan | 1994-2000 |

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| ***Job Responsibilities:*** * Marketing all Cummins products and services.
* Focusing on Cummins Power Generation (CPG) Marketing.
* Developing Relationship with Clients.
* Interacting with the Corporate Clients.
* Analyzing cost and Preparing Quotation and tender bids.
* Analyzing market potential.

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| **Education** |
| **University** | **Degree** | **Country** | **Dates** |
| **University of East Manila Philippines** | Master’s in Business Administration-*Marketing* | Philippines | 1993 |
| **IT Skills** |
| * MS Word, Excel, PowerPoint
* SAP(MM Module )
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| **Health & Safety Skills & Trainings** |
| * Received training on using stop cards
* Safety training on hazard & Risk awareness.
* Ladder safety.
* Slips, trips and falls.
* Personal Protective Equipment.
* Housekeeping standards.
* Certification in Hazardous Material handling
* Certification in Journey management

 ***Reference will be furnished on request*** |

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