**Zahid**

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***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. | | | | | | | | | | |
| **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 | | | IRAQ  Basrah | | 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. | | | | | | | | | | |
| **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.  |  |  |  |  | | --- | --- | --- | --- | | Company | Designation | Country | Dates | | KCA Deutag Drilling Company | Material Controller | OMAN | 2001-2005 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***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.  |  |  |  |  | | --- | --- | --- | --- | | Company | Designation | Country | Dates | | Cummins Pakistan (ltd). | Marketing Executive | Pakistan | 1994-2000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***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.  |  |  |  |  | | --- | --- | --- | --- | | **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 ) | | | |      |  | | --- | | **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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