**SHAHZAIB**

**Shahzaib.229184@2freemail.com**

**Objective**

Seeking to obtain a responsible position in supply chain management where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

**Career Summary**

* A results driven, self-motivated and resourceful logistics person who is also a practical hands on operator possesses rich experience of 8 year.
* Excellent in refining Logistics, Procurement, Warehousing and Fleet Management systems to improve efficiency.
* In-depth knowledge of logistics services, material management, transportation, material handling, use of information systems in logistics management
* Extensive practical knowledge of distribution of products.
* Proficient in all aspects relating to management and regulatory and statutory compliance.
* Excellent in improving the existing relation of organization and client.

**Professional Work Experience**

* **Organization 1 GIZ (German International Corporation)**
* **Designation Logistics Consultant-Karachi**
* **Tenure July 2014 – July 2016**

***Job Responsibilities & Activities:***

**Logistics, Procurement& Inventory Management**

* Responsible for organizing logistical support for project activities.
* Purchasing materials and equipment for the GIZ Karachi office and GIZ-assisted projects/programs.
* Coordinating effectively with colleagues in the administrative division and with procurement officers at Country office.
* Procures materials and equipment locally, monitor markets, issue invitation to tender and processes.
* Maintain inventory of various offices and program related assets.
* Coordinating hand over procedure Responsible for filing document in reference files in line.

 **Fleet Management**

* Coordinate all fleet movements in close cooperation with GIZ Security,
* Ensure proper reporting of vehicle movements and services of vehicles (issuing fuel, recording log book, maintenance and repair etc,)
* Supervise /coordinate drivers (under contract and from rental) instruct where necessary and supervise daily performance and safety.
* **Organization 2 German Red Cross-Pakistan Delegation**
* **Designation Sr. Logistics & Admin Officer**
* **Tenure Feb 2011-July 2014**

***Job Responsibilities & Activities:***

**Logistics & Procurement Management**

* Managed the procurement activities including international procurement of a broad range of commodities and services for DRR, Primary Health Care, Livelihood and Shelter Projects.
* Managed and monitored all transactional procurement including tendering processes, evaluation, contracting, contract management, legal considerations and payment conditions, contractors, performance evaluation, and risk assessment.
* Implemented strategic procurement including sourcing strategy, vendor selection and evaluation, quality management, performance measurement.
* Ensured full compliance of procurement activities with the German Red Cross Procurement Manual, Financial Rules and Regulations, relevant Organizational Policies, donor regulations as per requirements.
* Ensuring the reporting and auditing requirements were observed and followed.
* Ensured effective use of internal Standard Operating Procedures in procurement, control of the workflows, continuous business processes monitoring and elaboration of improvements in the systems and processes.
* Established and maintained work program and schedule for on-going contracts and newly planned ones.
* Ensured all travel, security and logistical arrangements.
* Assist in planning, developing and managing all procurement and contractual aspects of projects related to procurement of diverse services and communities (works, goods, services etc.)
* Monitored and tracked assets procured for the various projects within the emergency and stabilization portfolio as well as the project assets and consumables to ensure there is no waste, fraud or misuse of equipment or materials.
* Ensured all stocks and equipment held by the project is stored safely, correctly and securely depended upon the item classification.

**Warehousing & Inventory Management**

* Receiving and checking stock against Invoices.
* Reporting all incoming discrepancies or damages.
* Coordinate with freight forwarder on matters of incoming and outgoing shipments and related documentation.
* Coordinate with insurance companies on claims made for stock damaged in transit.
* Ensuring that all issues are in first-class condition and suitable for use for which purchased, and in accordance with the appropriate invoice that is acknowledged by payment or authorized signature.

**Fleet Management**

* Managed Fleet for GRC.
* Ensured that all vehicles are properly maintained.
* On Time maintenance and oil change of vehicles.
* Drivers Duty Roster.
* Coordinate with Field Offices, Delegates, IFRC Security and Fleet Department.

**Administration**

* Managed office administration.
* Worked closely with programs to arrange meetings, trainings, workshops and other activities.
* Managed delegate houses administration.
* Managed Office equipment’s proper handling.
Ensure that all office assets, equipment, and furniture are safely maintained and in working order.
* **Organization 3 Danish Red Cross-Pakistan Delegation**
* **Designation Logistics Officer**
* **Tenure March 2009-Jan 2011**

***Job Responsibilities & Activities:***

* Warehouse Management
* Procurement & Logistics Management
* Fleet Management
* Inventory Management
* Project Management

**Academic Education**

 **COURSE EXAMINING BODY: YEAR**

* Masters University Of Karachi, Pakistan 2004
* Graduation University Of Karachi, , Pakistan 2000
* Diploma in Supply Chain The Chartered Institute of Logistics & 2013
Management Transportation, Pakistan

**Trainings & Workshops**

**FLEET MANAGEMENT & FLEET SAFETY Year - 2014**

* Organized by Fleet Forum, Netherlands & USAID in Islamabad, Pakistan

**NATIONAL DISASTER RESPONSE TEAM (LOGISTICS) NDRT Year - 2014**

* Organized by International Federation of Red Cross/Red Crescent & PRCS

Islamabad, Pakistan

**PRACTICAL SUPPLY CHAIN MANAGEMENT Year - 2013**

* Organized by Logistics Bureau Asia (UK) at Bangkok, Thailand

**STAY SAFE COURSE. Year - 2013**

* Organized by International Federation of Red Cross

**LOGISTIC & PROCUREMENT Year - 2012**

* Organized by International Federation of Red Cross/Red Crescent & PRCS
Islamabad, Pakistan

**LOGISTIC & PROCUREMENT Year - 2011**

* Organized by German Red Cross Pakistan Delegation

**CAMP COORDINATION & CAMP MANAGEMENT TRAINING Year - 2011**

* Organized by OIM & IOM

**Computer Skill**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

**Achievements**

* + - Promoted as Logistics Officer in Danish Red Cross- Pakistan Delegation
* Promoted as Sr. Logistics & Admin Officer in German Red Cross-Pakistan Delegation
* Performance Award in recognition of Excellent Work in Flood Response Sindh 2011-12. (GRC)
* Performance Awardin Recognizing of Work for Health Services Provision in District Badin.2012-13 (GRC)

**Languages**

* English
* Urdu
* Punjabi
* Sindhi

**Personal Chronicle**

Gender : Male

Nationality : Pakistani

Religion : Islam