



WAJID ZAHEER

Can Handle Below Work:

Supply Chain, Logistic, Warehouse, Administration, Procurement, Transport, Asset & Inventory Management.



WORK EXPERIENCE

Operation Manager

3/2023 up to Present

Helping Hands Facilities Management LLC UAE

United Arab Emirates

Duties and Responsibilities

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency

Logistics & Procurement Officer

12/2021 to 12/2022

ALI AL Kendi Interior Design & Decore Al Quoz LLC UAE

Dubai, United Arab Emirates

Duties and Responsibilities

- Maintain accurate dates on all orders
- Liaise with suppliers to build relationships, ensure the best pricing and source alternative suppliers as required.

Admin & Transport In charge

12/2019 to 2021

Xtreme Auto Free Zone Ras Al Khor Al Aweer LLC UAE

Dubai, United Arab Emirates

Duties and Responsibilities

- Be the first point of contact between customers and the dealership
- Demonstrate features and options on all vehicles in inventory
- Answer basic questions about financing and other optional financial products
- Promote the company's service and finance department with buyers to ensure customer loyalty
- Perform vehicle delivery for buyers after a purchase has been completed
- Routinely follow up with buyers to ensure continued satisfaction.
- Contribute to dealership sales data by filling out standard reports.
- Cold call prospective buyers to generate new business when necessary

Asset & Inventory Officer

02/2017 to 03/2019

Monstro Haro Free Zone Jabel Ali LLC UAE

Jabel Ali free zone, Dubai, United Arab Emirates

Duties and Responsibilities

- Receive, store and issue good
- Fulfil purchase orders
- Record and track stock levels
- Monitor distribution of stock
- Maintain stock records using manual or computerized systems
- Draw up inventories
- Check supplies against invoice and purchase orders
- Undertake annual stock takes



PROFILE SUMMARY

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

CONTACT



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Driving license in progress



Dubai, UAE

Pakistan



Own Visa

SKILLS

- LANGUAGES
- English Urdu/Hindi
- COMPUTER SKILLS
- MS-Office

EDUCATION

B.A Economics/Admin & HR
Alama Iqbal Open University
Pakistan (Year 2008 – 2010)

Board of intermediate &
Secondary Education
F.A Major
Pakistan (Year 2002)



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Logistics Coordinator**08/2016 to 01/2017****Al Ghary Motors Al Aweer Ras al Khor LLC UAE**

Dubai, United Arab Emirates

Duties and Responsibilities (Admin)

- Organize domestic travel and manage guest houses. . Coordinate with the fleet department for pick up and drop of guests.
- Ensure all utility bills are received, checked and paid timely.
- Travel arrangements & Hotel bookings.
- Training/ workshop arrangements
- Responsible for timely maintenance of all office equipment.

Duties and Responsibilities (Fleet)

- Coordinate the day-to-day schedule of drivers and hire vehicles. Liaises
- Ensure drivers and hire vehicles adhere to the Save the Children Code of Conduct at all times.
- Coordinate drivers' annual leave/R&R/TOIL schedule to ensure minimal disruption to programmer productivity whilst ensuring staff rest effectively to ensure maximum safety of assets and passengers.
- Submit monthly vehicle performance reports to the logistics officer, including fuel consumption, maintenance and vehicle utilization etc.
- File reports and contracts relating to vehicle management.

Operation Manager**10/2013 to 03/2016****Al Bait Ak Abyad LLC**

Sharjah, United Arab Emirates

Duties and Responsibilities

- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Perform quality controls and monitor production KPIs

Sr. Logistic Officer SC UK & US**12/2005 to 04/2013****Save the children Islamabad Pakistan**

Pakistan

Duties and Responsibilities

- Coordinate the transportation of goods from suppliers to warehouses or distribution centers.
- Plan and schedule shipments to ensure timely delivery to customers.
- Monitor inventory levels and track shipments using logistics software.
- Communicate with carriers, suppliers, and customers to resolve issues and ensure smooth operations.
- Optimize transportation routes to minimize costs and maximize efficiency.

STRENGTHS

Working under Pressure

Leadership

Management

Teamwork



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