

USAMA REHMAN

LOGISTICS MANAGER

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PROFILE & CAREER OBJECTIVE:

A **LOGISTICS OFFICER** professional possessing more than **7 years U.A.E experience** in Construction fit-out works, to acquire a worthy position in construction field by working in an organization that offer merit-based advancement. I want to be a part of an organization, where I can use my skills to provide the best solution of construction as per client requirement and for the best interest of organization.

UAE WORK EXPERIENCE:

AZIZI DEVELOPMENT (JANUARY 2025 – PRESENT)

Worked As: Logistics Officer

Reported to: Head of Logistics / Logistics Manager

DUTIES & RESPONSIBILITIES

- Material Handling & Delivery Coordination: Ensure timely delivery and dispatch of construction materials, equipment, and tools to project sites. Coordinate with suppliers, transporters, and site managers to align deliveries with project schedules.
- Inventory Management: Monitor and manage inventory levels of construction materials. Keep accurate stock records, track usage, and coordinate timely reordering to avoid shortages or excess stock.
- Procurement Support: Assist in sourcing and purchasing materials according to project needs. Liaise with vendors to track orders, follow up on deliveries, and ensure materials meet required standards and specifications.
- Site Logistics & Resource Allocation: Support site operations by managing the movement and placement of materials, equipment, and labor resources. Help optimize storage space and maintain site organization.
- Documentation & Reporting: Maintain detailed records of deliveries, inventory movement, material usage, and transportation logs. Prepare daily/weekly logistics reports for project managers or head office.
- Compliance & Safety: Ensure that logistics operations comply with health and safety regulations, site rules, and environmental standards. Support safe loading/unloading and proper storage practices.
- Team Collaboration: Work closely with procurement teams, warehouse staff, engineers, and site supervisors to align logistics operations with overall project goals.
- Inspect welfares activities and prepare reports daily and submit to management.

SIGNATURE LIVING BUILDING CONTRACTING.DIP U.A. E (OCTOBER 2023 – DECEMBER 2024)

Worked As: Sr Logistics Project Coordinator

Reported to: Operations Manager

DUTIES & RESPONSIBILITIES

- Support and coordinates various project activities, assisting in planning, scheduling and monitoring as the

company standards.

- Coordinates with the Project Teams, Sub Contractors, Suppliers and Laborers as per required.
- Coordinating shipping schedules and routes with transportation companies to ensure that goods arrive on time and without damage.
- Developing plans for storage facilities such as warehouses or storage yards that can be used by other departments in the company.
- Oversee all aspects of transportation planning, including scheduling, routing, and vehicle maintenance.
- Monitor Project progress. Provide and precise and concrete report, timely.
- Manage Contracts with Project Team and Clients to ensure cost and effective and efficient operations.
- Assist in Manpower allocations.
- Ensure project Documentation and records are accurate and up to date.
- Prepare ERP as per required.
- Ensure and monitor the skilled laborers are at the correct sites per planned and per as scheduled.

BOND INTERIOR DESIGN LLC (JUNE 2018 – OCTOBER 2023)

Working As: Logistics & Project Coordinator

Reporting to: Operations Manager

RESPONSIBILITIES

- Co-ordinate with Technicians, Mall Tenants, Suppliers, Subcontractors, Project teams, Administrative and Accounts departments.
- Managing building and equipment maintenance schedules.
- Preparing Material Requisition and follow up with purchase department for material arrangement.
- Preparing monthly reports on pending tasks and following up with respective teams.
- Coordinating between the technicians for receiving reports on work done and confirming same with tenants.
- Coordinate with store to arrange materials for maintenance works.
- Coordinate timely and accurate shipments
- Ensure accuracy of orders and shipping documents
- Identify and fix shipping errors.
- Prepare bills and invoices.
- Oversee production timelines.
- Maintaining suppliers/manufacturers data records.
- Having good communication with clients and other departments.
- Data entry of labors & staff daily time sheet in Ms. Excel.
- Project wise staff & labors allocation.
- Prepare and submit reports on staffing operations Develop work schedules by allocating employees in shifts and positions.
- Manage data in spreadsheets and reports.
- Overseeing all labor needs and operations of the company sites.
- Supporting candidate screening and hiring processes.
- Facilitate procedures after hiring regarding employee Relocation, legal documents etc.

MAIN PROJECTS IN BOND INTERIOR DESIGN.

- Marsa Arab at palm Atlantis, (Dubai, UAE)
- Opus Tower Omniyat Business Bay (Dubai, UAE)
- Dorchester Omniyat Business Bay (Dubai, UAE)
- Villa L45 Emirates Hills (Dubai, UAE)

- Nike Dubai Mall (Dubai, UAE)
- ICD Zabeel Tower (Dubai, UAE)

EDUCATION:

Intermediate Certificate: BISE, Gujranwala, Pakistan (2017)

High School Certificate: BISE, Gujranwala, Pakistan (2015)

MS Word Diploma: TEVTA (Government of Punjab)

PERSONAL INFORMATION:

Nationality: Pakistani

D.O.B: 15-05-1998

Gender: Male

Marital Status: Single

Visa Status: Employment

Passport#: NL9153903

Valid UAE Driving License

LANGUAGES KNOWN:

English: Excellent Punjabi: Excellent

Urdu: Excellent Arabic: Basic

Hindi: Excellent

