

# RESUME

## Sadiq Muhammad (Sr. Logistics Officer)



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### OBJECTIVE

- To work in a Dynamic, Challenging and Mission critical environment.
- To achieve a suitable position in the field of logistic and transport.
- To get proper guidance related to my field and try to give benefit to your organization.

### EDUCATION PROFILE

➤ <b>Master's in Business Administration (MBA).2003.</b> CECOS University of IT & Emerging Sciences Peshawar, Pakistan
➤ <b>Bachelor of Commerce (B. Com) 2000.</b> University of Peshawar, Pakistan
➤ <b>Logistics Certificate</b> Phoenix Educational institute <b>Dubai 2011.</b>

### PERFORMING ABILITY

- In depth experience applying engineering principles to produce innovative and professional work.
- Proven ability to quickly learn and apply new technologies.
- Able to guide/report the condition of performance
- Direct operation of staff in the field in safe and secure operation procedure.

## **JOB EXPERIENCE**

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### **Arail Construction & Industrial Co. Ltd.**

**Sr. Logistics Officer**

**July 28, 2023 – Dec 31, 2024**

- Planned and arranged delivery of construction materials, tools, and equipment.
- Coordinated with suppliers to ensure materials arrived on time and in good condition.
- Managed the movement of materials from storage areas to work zones.
- Kept daily records of incoming and outgoing materials on site.
- Monitored inventory levels and requested supplies when needed.
- Supervised unloading of trucks and boats and proper stacking/storage of materials.
- Ensured proper labeling and storage of materials to avoid damage or confusion.
- Worked closely with site engineers and supervisors to meet material needs for each construction phase.
- Followed up on delayed or missing deliveries and resolved logistics problems quickly.
- Ensured all transport and material handling followed safety rules and site regulations.
- Coordinated waste removal and return of unused materials to avoid clutter on site.
- Assisted with preparing daily and weekly logistics reports for the site manager.

### **KINSA Pharmaceuticals**

**Territory Manager**

**February 2021 – 1<sup>st</sup> July 2023**

- Responsible for delivering medicines and processing medical payments for customers.
- Conducting market surveys for various products.
- Introducing new products to medical stores and medical officers.
- Arrange monthly sales report.
- Report to top management on daily basis.

- Regularly review and analyze expenditures to ensure they remain within budget.

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## **Massar Solution LLC**

### **Sr. Transport Supervisor – From May 2018 till Dec 2020**

#### **Job Responsibilities: -**

- Ensure the safe, compliant, and cost-effective utilization of all drivers and equipment on the client's site. Lead and motivate the team.
- Making sure vehicles are properly maintained
- Inspecting vehicles
- Arranging repairs and routine maintenance
- Ensuring that all drivers and operators have the correct, up to date qualifications
- Reducing the risk of vehicle overloading
- Maintaining and completing accurate records
- Keeping schedules and organizing team members.
- Responsible for day-to-day activities of operation team.
- Assigning duties and task to operation staff and keeping check and balance on them.
- Reporting to the Massar management for operational activities.
- Implementation of Massar operation policy as per the instruction of management.
- Assigning drivers to projects as per the project requirement.
- Coordinating with project transport supervisor regarding driver issue.
- Receiving release driver from the projects and updating their record.
- Arrangement of accommodation for new arrival drivers and internally transferring accommodation Dubai to Abu-Dhabi or as per project requirement.
- Arranging and informing drivers for the installation Arvento System in Massar vehicles.
- Preparing and updating Massar master list.

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## **Arabtec Construction L.L.c**

### **Corporate Transport Officer – From February 2007 to May 2018**

#### **Job Responsibilities: -**

- Implementation of Transport policy approved by the management.
- Propose improvements in the existing transport system.
- Ensure that proper inventory of all components of vehicles are maintained and checked frequently.
- Ensure that the maintenance, oiling, and servicing schedule of the vehicles is followed.
- Strictly act upon the petrol/diesel filling mechanism approved by the management.
- Keep records/ history of drivers and accidents.
- Maintain duty roasters of drivers, cleaners, and operators.

- Arrange for re-training and re-certification of drivers and registration and re-certifications of vehicles.
- Ensure feedback on performance of staff, drivers cleaners and operators after
- Be responsible to implement the pick & drop schedule of staff from and at the prescribed project.
- Submit regular and comprehensive monthly report to the Registrar.
- Ensure safe parking of Vehicles on campus.
- Arranging all type of vehicles (commercial, saloon cars & heavy equipment) from
- Different 3rd party supplier as per the sites/ project requirements
- Receiving all type of rental invoices from the supplier.
- Sending all those invoices to site for SRV report
- After receiving and verification the SRV report send account for payment
- Arranging all type of LPO for supplier
- Arranging Drivers and Operators for the projects
- Solving all the dispute among the drivers and operators
- Arranging all kind of transport for labor and staff.
- PMV (plant Machinery & vehicles) Location updates on daily basis.
- Coordinating with the plant other section to resolve transport related issue.
- Coordinating with projects to meet their transport related requirements
- Coordinating with field workshop heads & sites to ensure proper mobilization & Demobilization.
- Organizing PMV movements from plant to the projects on regular basis.
- Controlling Hiring In & Hiring out for all the projects
- Determining the Hiring out rental charges for company owned PMV's
- Sourcing new rental parties to get competitive prices for the interest of the co.
- Negotiation /finalizing rental rate with all the rental parties.
- Arranging all kind of meeting with 3rd party supplier
- Reporting to top management on monthly basis

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## **IQRA NET (Pvt) Ltd Pakistan**

### **Marketing Supervisor- March 2003 to March 2006**

#### **Job Responsibilities: -**

- Provide the highest quality service to the consumers, carers and advocates in line with their training and recognized professional practice.
- Inform and involve the consumer about options for service and support available to them at recovery stage of assessment, treatment and rehabilitation.
- Be responsive to the diverse social, cultural, spiritual, emotional and physical experiences and needs of consumers and advocates.
- Inform consumers of their rights and responsibilities including mechanisms of complaint and redress.
- Recognize the role of the carer and to be responsive to his or her need for education, training and support.
- Respect the privacy and confidentiality of consumers and advocates.
- Deal with a consumer or his or her carers' complaints fairly and promptly and without retribution.

- Promote the best interests of children and adolescents whose parents or caregiver is suffering from a mental health problem or mental disorder.
- Ensure the involvement of consumers and advocates when planning, managing and evaluating mental health service provision.
- Keep adequate data bases and monitor outcomes for consumers; and
- Ensure their knowledge base is in line with current trends in care and treatment

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## IT SKILLS

- Good command on Computer i.e., Windows, Ms-Office, Typing, Internet, Hardware Solutions & Information Technology Concepts.
- Short course in Computer application to Business and Ms Office

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## PERSONAL DETAILS

- **Father's Name:** Mughal Baz Khan
- **Date of Birth:** 01-04-1979
- **Place of Birth:** Swabi
- **Nationality:** Pakistan
- **Religion:** Islam
- **Marital Status:** Married
- **Language Fluency:** English, Urdu, and Pashto.