



NASAR MEHMOOD

Profile

Highly adaptable, innovative, enthusiastic and ambitious. Capable of achieving personal objectives. Excellent verbal and written communication and the ability to relate to a wide range of people.

Objectives

Seeking a long-term professional career in a reputable company where I can lead, contribute and develop my expertise in Supply Chain Management. To prove myself in the industry through simple techniques and innovative ideas gained through study and experience in unison with organizational objective as part of the team. To work on a harmonious and challenging work environment with professional people in an orderly and fast-paced manner.

CONTACT

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EDUCATION

DEGREE	UNIVERSITY	YEAR	DIVISION	SUBJECT
MBA	AIOU	2005- 2007	1st	Finance
BBA	MIU	2003-2005	1st	General
F.A	Mirpur (AJK)	2001-2003	2nd	Commerce
Metric	Mirpur (AJK)	2000-2001	2nd	Science

WORK EXPERIENCE

WORKING SUMMARY (ABROAD)

More than Twelve (12) years of working experience as warehouse supervisor in the field of materials management, logistics and procurement of building construction (Civil & MEP) in international industry.

KINDGDON OF SAUDI ARABIA

1: NESMA TRADING CO LTD. 

FROM JUNE 2021 TO DATE:

POSITION: WAREHOUSE SUPERVISOR

KINDGDON OF SAUDI ARABIA

2: EL-SEIF ENGINEERING CONTRACTING CO. 

FROM JUNE 2009 TO JUNE 2021

POSITION: WAREHOUSE SUPERVISOR

- Prepare, pack, schedule, and route orders for delivery,
- Consult and organize activities with other teams and departments
- Resolves discrepancies in requisitions, purchase orders and delivery reports by contacting vendor requesters.
- Dealing with receiving material as per requisitions and purchase orders of currently working on ERP "Oracle"
- Worked through "Build Smart" Making of necessary document against deliveries
- Issue material as per site request monitor
- Handling of transportation, shipping, and delivery of materials at site
- Checking for the compliance of the required standards, certificates, conformity, test certificates and other documents

- Coordinate between Suppliers and procurement department. Purely working on vendor selection and development
- Stocks materials according to a prescribed inventory system.
- Establishes standards and methods for packing and storing of supplies and materials
- Estimates cost and assigns account codes to items purchased
- Unpacks incoming goods and wraps and packs outgoing goods
- Guide operators whiling unloading of costly materials.
- Maintains catalogs of available stock items.
- Evaluate daily workload, Plan, and allocate work force to complete daily objectives
- Monitoring and responsible outgoing and incoming Rebar Steel and all bulky material and equipment,
- Prepares and files complaints on unsatisfactory shipments.
- To supervise the warehouse team for timely and efficient completion of day-to-day activities such as Goods Inward, Product manipulation and Housekeeping
- Assist PM/CM and other Site Management Staff in our daily duties by given them accurate information on stock and “in/out” material.
- Supervising staff. Maintained warehouse staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Prepare daily report and notify concerns for the delivery of daily material accordingly

Projects:

MOI Residential Complexes in South Borders – Jazan (B)

Location : Beish Jazan, Saudi Arabia
 Client : Ministry of Interior (MOI)
 Period : Oct 2016 – June 2021

Lex Sawary 1 King Faisal Naval Base Ship Yard

Location : Seaport Jeddah Saudi Arabia
 Client : Royal Saudi Navel Force
 Period : Apr, 2014 – Sep, 2016

Sabic Plastics Applications Development Center(SPACD)

Location : Riyadh Saudi Arabia
 Client : SABIC
 Period : Feb, 2011 – Mar, 2014

Central Ware House El-Seif Engineering Contracting Company

Location : Riyadh Saudi Arabia
 Period : Jun, 2009 –Jan, 2011

Work Summary Domestically

Employer: Huawei Technologies co Ltd Mirpur Azad Kashmir
(July 2006 -July 2007)

Ware House Officer

- Coordinated with Company Management for Single, Dual & Multiple sourcing
- Responsible for Receiving and Issuing also for vehicle routing & scheduling
- Reducing lead-time and increasing fill rate.
- Responsible for major warehouse Operations also intra & inter transportation.

Employer: Raja Group of Industries Mirpur Azad Kashmir (Jan 2008 -March, 2009)

Accountant:

- Prepares Asset, Liability, and capital Account Entries
- Compiling and analyzing account information,
- Documents financial transactions by entering account information,
- Recommends financial actions by analyzing accounting options,

SKILLS

COMPUTER SKILLS

MS Office:

MS Access, MS Word, MS Excel, MS PowerPoint, MS Outlook & Internet Surfing

The profession Certificate of OFFICE-2000

Skills

- Good written and verbal communication skills
- High degree of energy, enthusiasm and motivation
- Good time Management Skill.

- Have a Positive Work Attitude and disposition?
- Persistent and very structured
- Ability to Take Decision solely
- Pay Attention to Instruction
- Good Human Relation Skill

PERSONAL PROFILE

Father's Name : Muhammad Sabir Khan
D.O.B : 6 June 1983
Nationality : Pakistani
Religion : Islam
Marital Status - Married

REFERENCES

Will be furnish at the time of interview