



**MUHAMMAD FIAZ**

Logistics | Warehouse  
| Transport | Distribution  
| Container clearance |  
Packing | GRS

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DUBAI UAE

**UAE Valid Manual driving  
license (License No: 4449882)**

#### PROFESSIONAL SKILLS

- ✓ Logistics operations
- ✓ Leadership
- ✓ Inventory control
- ✓ MS Word, Excel, Power point, outlook

#### LANGUAGES KNOWN

- English
- Hindi
- Urdu
- Punjabi
- Arabic

#### ACADAMIC DETAILS

2015-2017: MS in computer  
science (Punjab university  
Pakistan)

2013-2015: BS  
(Punjab university Pakistan)

### Career Objective

**4 + years experienced - MS level educated. Led the warehouse of 20000 sq. of dry +20 storage area holding 35000 pallet positions at a height of 22 meters with responsibilities including planning & operations, process management, seller services and dispute.**

### PROFESSIONAL EXPERIENCE

#### Integrated National Logistic LLC. (INL)

January 2021– Present



##### **Distribution section –**

- Lead a team of drivers and helpers.
- Follow up and resolution of issues related to deliveries.
- Maintain a sound relationship with drivers, helpers, salesmen, merchandisers, customers and all other sections involved.
- Arrange urgent deliveries as per the requirement
- Returns management.
- Ensure operations with least manpower and cost.

##### **Warehouse –**

- Manage entire operations in the warehouse and fulfillment center, monitor inbound and outbound flow,
- Review timelines of scheduled deliveries
- Organize and maintain inventory and storage area
- Order new supplies in a timely manner
- Constantly work to improve processes
- Make suggestions for productivity improvements
- Optimize employee workflow

##### **Transport section-**

- Inspecting vehicle condition and taking necessary action.
- Ensuring Renewal of Mukhiya, vehicle food passing.
- Fulfilling delivery section vehicle requirements.
- Tracking vehicle movement in GPS GATEX platform.
- Managing Staff transportation.

#### National Trading Developing Enterprises (NTDE)

October 2018 – January 2021



المستشارية الوطنية للتجارة والتنمية  
National Trading & Developing Enterprises LLC

##### **Goods return section (GRS) –**

- Lead a team of receivers, checkers, packers, MHE operators and data entry operators who process credit notes, accept the returns as per the company policy.
- Ensure the prompt Movement of returns to the right locations (damage, near expiry/semi spoiled or long expiry) as per the expiry date and the quality of the product

## PERSONAL INFORMATION

Nationality : Pakistan  
Visa status : Residence visa  
Passport No. : DD8916522  
Date of Birth : 06 March 1993  
Marital status : Unmarried

### **Packing section –**

- Maintaining inventory of supplies such as tape, labels, boxes and other packing materials
- Inspecting incoming raw materials to ensure that they meet quality standard for use in finished products
- Supervising a team of packers to ensure that the product is packed correctly and efficiently
- Ensuring that all packaging is done in accordance with federal, state and local laws regarding materials used in food packaging

## CORE COMPETENCIES AND ACHIEVEMENTS

**Advanced knowledge of Logistics.** Earned MS Degree in computer science and BS computer science from University of Punjab.

**Hands on experience in Warehouse operations.** Worked in different sections in logistics such as Delivery section /Pharmacy & Dry warehouse/Container clearance/Transport section/Packing section/Goods return section/Near expiry store.

**Systems Utilization and Technology Skills.** Proficient use of Windows operating system well versed with MS Office Suite (Word, Excel, PowerPoint and Outlook). Working knowledge in WMS, Excel.

**An inspirational team leader.** Handled a team of Blue-collars including Drivers, helpers and Warehouse operatives who are from different nations.

**Dynamic Communicator.** Proficient in English, Punjabi, Arabic, Urdu and Hindi.

## STRENGTH

- Confident at work analytical & common sense to approach to a given task
- Skillfully hard worker – finds the easy way to do difficult jobs
- Positive attitude towards life
- Quick learner & eager to learn new things
- Adaptability to new environment
- Excellent communication skills & knows 5 languages

## ACHIEVEMENTS

- Led team of 360 employees and drove the high productivity level
- Delivered 1500 orders per/day with a total fleet of 161 vehicles in NTDE group

