



ABOUT ME

A Supply Chain Manager with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner. Highly focused with a comprehensive understanding of logistics, procurement and the supply chain. Boasting a consistent & proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance, all to tight time scales and within budget. Committed to identifying and implementing continuous improvements in the supply chain. Now looking for a new and challenging managerial position, one which will make best use of existing skills and experience and also further my personal and professional development.

LANGUAGES

- URDU
- HINDI
- ENGLISH

COURSES

TRAIN THE TRAINER (TOT) AND BASIC DRIVING COURSE
NATIONAL HIGHWAYS & MOTORWAYS POLICE TRAINING COLLEGE SHEIKHUPURA
DEC 2016 - PRESENT

AUTOCAD
NOV 2007 - PRESENT

CANADIAN CONSTRUCTION ESSENTIAL PROGRAM
JUN 2007 - PRESENT

DRIVING LICENSE

Driving license category
Yes

MUHAMMAD IKRAM

SUPPLY CHAIN MANAGER

- Al Barsh 1 Dubai, Dubai Al Barsha, UAE
- (971)507760242
- mikramikki@gmail.com

WORK EXPERIENCE

SHELL PAKISTAN
Oct 2018 - Present

Terminal Operations Administrator (TOA)

- The Terminal Operations Administrator (TOA) supports with administrative activities in the terminal including dispatching, inventory management including submission of reports and documents required by local legislation to track terminal performance, and with operational activities such as product handling, permit to work, asset management, and emergency response.
- The TOA is a critical member of the Terminal Team ensuring safe, compliant and efficient terminal operations.
- This role provides on excellent opportunity to get first-hand experience in Distribution Operations.

THREE STAR GROUP CHAKLALA SHELL HAULER
Sep 2017 - Present

Finance & HSSE Manager

- Responsible for the following aspects of the supply chain: Journey of transport fleet to complete and safe delivered the product.
- Investigating/recording incidents, accidents, complaints and cases of ill health.
- Undertaking risk assessments and site inspections.
- Ensuring that equipment is installed correctly/safely.
- Identifying potential hazards.
- Determining ways of reducing risks.
- Writing internal health and safety policies/strategies.
- Drawing up safe operational practices and making necessary changes.
- Writing reports, bulletins and newsletters.
- Making presentations to groups of employees/managers.
- Providing health and safety meetings and training courses for employees.
- Liaising with relevant authorities.
- Keeping up to date and ensuring compliance with current health and safety legislation.

ALI & COMPANY KARACHI
Aug 2012 - Present

Finance Manager

- Responsible for the following aspects of the supply chain: sourcing, purchasing, transport, warehousing and distribution.
- Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.
- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand claques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Leased with bankers, insurers and solicitors regarding financial transactions.

AURANZEB KHAN ENTERPRISES (AKC)
Jan 2009 - Present

Account Assistant

- Preparation and maintenance of financial records as well as cash handling and office administration.
- Typical responsibilities include: Balancing accounts.
- Processing receipts, sales invoices and payments.
- Maintaining financial records which accurately record the business' incoming and outgoing finances.
- Ensuring that accounts are accurately monitored and recorded.
- Dealing with a company's payroll by processing wages and employee expense claims.
- Preparing profit and loss accounts sheets.
- Preparing balance sheets.

MOBILINK-AN ORASCOM TELECOM COMPANY
Jan 2007 - Present

Customer Services Representative

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Operated ICRM (Internal Customer Relation Management) software.
- Scheduled client appointments and maintained up-to-date confidential client files.
- Responsible to kept proper customer documentation, cash reconciliation, bill payment, and prepared daily sim and sales report.

EDUCATION

INDUS UNIVERSITY, KARACHI
2016

MBA in Supply Chain Management

KARACHI UNIVERSITY, KARACHI
2010

BA International Relation

PENTA COLLEGE, KARACHI
2005

DBA (Diploma in Business Administration)

STANDARD HIGH SCHOOL METTROVIL KARACHI
2000

Matriculation (Science)

SKILLS

- | | |
|---------------------------|------------------------|
| PROCUREMENT | WAREHOUSE MANAGEMENT |
| DEMAND PLANNING | LOGISTICS COORDINATION |
| SUPPLY CHAIN OPTIMIZATION | INVENTORY MANAGEMENT |
| FREIGHT MANAGEMENT | |