

# TAHIR ABBAS

## Logistics Coordinator - Inventory Controller - Document Controller

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11 Abdul Rahman Ghafqi Street



### EXPERIENCE

#### Team Leader Officer

##### Al Nayzak Logistic Company

- 2024 - 2025 Riyadh
- To lead and manage warehouse teams with a focus on efficiency, accuracy, and safety
  - To ensure smooth daily operations, including inventory control, dispatch, and receiving
  - To implement process improvements that reduce errors and increase productivity
  - To maintain high standards of team performance through supervision and training
  - To ensure compliance with safety standards, company policies, and logistics protocols
  - To utilize my experience in stock management, system reporting, and team coordination to contribute to overall warehouse success
  - To work in a fast-paced logistics environment where I can grow professionally and support company goals

#### Officer Data Entry Officer

##### Jack & Jones

- 2023 - 2024 Riyadh / Saudi Arabia
- Processed and verified Goods Received Notes (GRNs) in ERP systems (SAP, Oracle, Microsoft Dynamics)
  - Matched GRNs with purchase orders (POs) and invoices to ensure accuracy and prevent discrepancies
  - Coordinated with warehouse and procurement teams to resolve quantity mismatches and damaged goods
  - Generated inventory and supplier performance reports for management review
  - Assisted in supplier payment processing by verifying GRNs against invoices

#### Document Controller

##### Paragon Construction Company

- 2021 - 2022 Karachi
- Reviewed and audited construction documentation to ensure compliance with company policies and client requirements
  - Processed and archived technical reports, contracts, and safety documents for easy access
  - Implemented structured filing systems (digital & physical) to improve document retrieval efficiency
  - Generated reports on document status, approvals, and project milestones for management

### EDUCATION

#### Bachelor of Science & Civil Engineering

##### Indus university

2017 - 2021 Hafiz-e-Quran

#### Ace management system

##### Ace management system

- 2024 Karachi, Pakistan
- Osha 48 hours

### SUMMARY

Results-driven Logistics Officer and Inventory Controller with a strong background in supply chain coordination, stock management, and documentation control. Over 6 years of experience ensuring accurate inventory levels, streamlining logistics operations, and maintaining organized, compliant records. Adept at managing warehouse activities, preparing shipment documents, tracking deliveries, and controlling incoming/outgoing materials. Skilled in ERP systems, documentation procedures, and cross-functional team coordination to support efficient and cost-effective operations.

### LANGUAGES

|         |          |        |
|---------|----------|--------|
| English | Advanced | ●●●●●● |
| Hindi   | Advanced | ●●●●●● |
| Punjabi | Advanced | ●●●●●● |
| Urdu    | Advanced | ●●●●●● |

### SKILLS

|                              |                 |       |
|------------------------------|-----------------|-------|
| Share Point                  | Aconex          |       |
| IMILE Software               | OSHA Software   |       |
| MS Office                    | MS Word         | Excel |
| Canva                        | Team LeadeShip  |       |
| Staff Supervision            | Time Management |       |
| Workflow & Optimizatizon     |                 |       |
| Problem Solving              | Decision Making |       |
| Communication & Coordination |                 |       |
| SAP System                   |                 |       |