

ADIL BIN KHURSHID

Al Fakhriya, Riyadh • 0548376800 • adilkhurshid70@gmail.com • Transferable Iqama

PROFILE

Results driven Operations and Supply Chain professional with experience across facilities management, international procurement, and FMCG production environments. Proven ability to streamline workflows, coordinate multi-site operations, and enhance service delivery through strong communication and process optimization. Skilled in vendor management, procurement, production supervision, and quality compliance, Strong analytical, communication and leadership abilities, supported by a Master's degree in Supply Chain Management and a Bachelor's in Electrical Engineering.

WORK EXPERIENCE

Al Miza Facilities Management Co, KSA

Operations Coordinator

Jul 2025 - Present

- ◆ Streamlined daily operations across 10+ client locations, improving service delivery efficiency through optimized workflows and clearer communication channels.
- ◆ Supervised and supported a team, enhancing productivity through schedule optimization and performance monitoring.
- ◆ Managed internal audits, monitored expenses, and reconciled financial records with 99.99% accuracy, ensuring compliance with company and regulatory standards.
- ◆ Enhancing customer satisfaction by improving response times for maintenance requests and addressing client concerns.

Zeyaa Impex, Pakistan

Supply Chain Officer

Apr 2024 - May 2025

- ◆ Managed international procurement processes, including vendor sourcing in China, cost negotiations, and quality assurance for home textile products.
- ◆ Reduced procurement cost by 15% by strategically sourcing products from international suppliers.
- ◆ Coordinated with tax agents, cargo agents, and customs brokers to streamline documentation and compliance resulting in reducing lead time by 20%.
- ◆ Liaised with banks for Letters of Credit (LC), trade finance, and payment settlements.
- ◆ Built and maintained strong relationships with suppliers, vendors, and logistics partners, negotiating favorable terms, and ensuring timely and cost-effective delivery of goods.

Line Supervisor

Coca Cola Beverages Ltd, Pakistan

Mar 2022 - Feb 2024

- ◆ Supervised dry-area operations including packing, labeling, carton forming, and palletizing to meet daily production targets.
- ◆ Reduced material wastage (shrink and labels) by using tighter process controls and operator training.
- ◆ Achieved strong compliance with GMP and Coca-Cola quality requirements.
- ◆ Maintained accurate production reports, material reconciliation, and daily shift logs using SAP.

Internship

Steam Power Plant - Grid Station, Fsd

Jul 2016 - Aug 2016

- ♦ Gained foundational knowledge of high-voltage electrical systems and grid station operations.
 - ♦ Assisted in monitoring transformers, circuit breakers, and protection systems.
 - ♦ Observed safety protocols and learned about grid stability, fault management, and power distribution.
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EDUCATION

Master's of Supply Chain Management

Sep 2019 - Feb 2022

University of Management and Technology, Lahore.

- Project Management.
- Logistics Management.
- Production Planning & Inventory Control.
- Vendor Selection & Development.
- Managing Sustainable Supply Chain.

Bachelor's of Electrical Engineering

Sep 2014 - Dec 2018

The University of Faisalabad, Faisalabad.

- Power Production/Transmission/Distribution.
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ADDITIONAL INFORMATION

- ♦ **Basic Hard Skills:** Nextar Pos & Vendor Management, SPSS Statistics, MS Office, IRIS 2.0, PSW.
- ♦ **Basic Transferable Skills:** Import & Export, International Procurement, Research & Methodology, Income & Sales Tax Pakistan.
- ♦ **Soft Skills:** Communication, Team work, Leadership, Problem Solving, Punctuality, Responsibility & Reliability.
- ♦ **Languages:** English, Urdu.