

Career Objective:

A qualified Master-Of-Business Administration holder, possessing experience in Sales, Market development and Sales Management. Seeking a Sales and Marketing Executive position in a reputed organization to be accorded an opportunity to apply all the aforesaid expertise in contributing to the growth of the company.

Competencies:

- ⇒ Proven competencies in customer satisfaction, client services and process management.
- ⇒ Strong knowledge of Export/Import procedures, Supply Chain Logistics, Shipping, Documentations & L/C's.
- ⇒ Expertise in handling projects and assignments independently within general guidelines of logistics operations.
- ⇒ Saber certificate
- ⇒ Microsoft Dynamics – Purchasing and logistics
- ⇒ SAP – Purchasing and logistics
- ⇒ Ability to solve operational problem
- ⇒ Verbal and written communication skills, presentation skills.
- ⇒ Ability to deliver within tight timelines
- ⇒ Ability to work under pressure
- ⇒ Ability to take and provide feedback in a pleasant and positive manner

Skills and Experience

Profile:

- ⇒ Results-oriented Administration officer in Purchasing and logistics, supply chain coordinator and business development professional with 15 years of experience in supply chain management and remote site operations.
- ⇒ Intelligent, self-motivated, pro-active, professional attitude, with excellent analytical and interpersonal skills, has the ability to work well under pressure and work on own initiative and also working well within a team. Has a high capacity to adapt new skill areas quickly.

Computer Skills:

- ⇒ MS office products.
- ⇒ SAP - Purchasing And logistics
- ⇒ Microsoft Dynamics – Purchasing and logistics
- ⇒ Saber certificate

Academic Qualification :

- ⇒ Bachelors of Commerce, from Dr. B.A.M. University, Aurangabad, India.
- ⇒ Master of Business Administration, from Dr. B.A.M. University, Aurangabad, India.

Mohammed ZabiUllah Khan

Professional Experience:

1] Supply Chain Specialist at Saudi NMG [Jeel Al Idarah trading Co]

(Nov 23-May24)

Designation : Supply chain Specialist

Responsibilities:

Responsibilities:

- **Procurement**

- ⇒ Working in SABER, well versed in working process, compliance and other issues of SABER.
- ⇒ Making SABER SOSC
- ⇒ Well versed in following and working with SFDA rules and regulations.
- ⇒ Receiving the Purchase Requests from Sales Dept. to create the Projects, Free Stock, Demo & Fixed Assets related Purchase Orders to suppliers/vendors.
- ⇒ Following up with supplier for their firm Proforma Invoices or Order Acknowledgements to proceed for the payment according to agreed terms & Conditions between Attieh & supplier.
- ⇒ Processing the payment request to finance dept. for a Purchase Order, Forwarding Agent's invoices & Broker's Invoices after carefully reviewing & advising them to transfer the certain level of funds as per the agreed terms & conditions.
- ⇒ Processing the Letter of Credit for huge purchase orders as per the agreement between Attieh & supplier.
- ⇒ Following up with supplier for the readiness of the order's dates & subsequently upon getting shipment's wt./dims. from them, sending RFQs to forwarding agents for their quotations.

- **Logistics**

- ⇒ Checking with supplier if the shipment contained any sort of items within it that entitles it to be a DG shipment, if so, demanding its MSDS (material safety data sheet) to get the DG approval from Saudi Customs prior to its dispatch from port of origin.
- ⇒ Gathering forwarding agent's quotation & creating bid analysis to compare their prices & services, accordingly, getting it approved by the respective business line manager by providing the information of shipping impact. (My efforts are to get a quotation within allowed shipping impact)
- ⇒ Checking with regulatory affairs dept. if there's any import requirement e.g. DoC (declaration of conformity or SABER certificate). If any special documentation is required, getting it done prior to shipment pickup to avoid any hassles at KSA customs & clearance.
- ⇒ Providing all shipping documents to broker to initiate the clearance of material prior to shipment's arrival either at Seaport or Airport.
- ⇒ Directing the broker & warehouse team to carefully deliver the material either to warehouse or directly at customers site

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2] Sr.Purchasing and logistics officer at Al Shaya Enterprises (2015-oct 23)

Designation: Sr.Purchasing and logistics officer

Responsibilities:

- **Procurement**

- ⇒ Receiving the Purchase Requests from Sales Dept. to create the Projects, Free Stock, Demo & Fixed Assets related Purchase Orders to suppliers/vendors.
- ⇒ Following up with supplier for their firm Proforma Invoices or Order Acknowledgements to proceed for the payment according to agreed terms & Conditions between Attieh & supplier.
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- ⇒ Providing all shipping documents to broker to initiate the clearance of material prior to shipment's arrival either at Seaport or Airport.
- ⇒ Directing the broker & warehouse team to carefully deliver the material either to warehouse or directly at customers site

- **Warehouse**

This is an important aspect to carry our supervision in any business environment. The main aspects are as under:-

- ⇒ Monitoring warehouse activities, products are arranged properly in the shelves, receiving and deliveries of orders are managed in accurate way and in time.
- ⇒ To carefully monitor stock level of all items. Raising the flag if a product reached minimum stock level
- ⇒ To maintain list of fast moving and slow-moving items.
- ⇒ The items on order list are to be maintained and a proper follow up to ensure that the re-order items come into stock on time.
- ⇒ All out going deliveries should be properly track till to get final collection documents and submission to finance.
- ⇒ To maintain proper tracking system to locate each product/batch that helps in recall process.

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- ⇒ To make sure expiry level goes down and proper dispose of procedure to follow.
- ⇒ To build a standard warehouse fully equipped with all ministries requirements is the key role of Supply Chain.
- ⇒ Responsible if needed for 3PL contract.
- ⇒ Overseeing the process of material unloading, counting & matching physical qty. vs packing list qty. as well as ensuring the sound condition of product & its packing and inviting the respective engineer to visit the warehouse to inspect the machine/product & getting their signatures on EAF (Equipment Acceptance Form) for final receiving.
- ⇒ Overseeing the process of delivery of product to supplier's site by hiring 3PL (Naqel & other private companies) systems & making sure the machine's local mobility is insured.
- **Extra Activities**
 - ⇒ Meeting with CEO on weekly bases to make project-based discussion & raising the potential hurdles that may occur during the execution of a certain project.
 - ⇒ Sharing weekly SCCR (Supply Chain Comprehensive Report) with respective business line managers to show them the status of their respective orders.
 - ⇒ Meeting respective business line managers to update them & to understand from them about their issues & discussing on how to further go with supplier.
 - ⇒ Creating bid analysis, based on forwarder's quotations to reach the best out of them, price wise, transit time wise, rate per Kg wise & shipping impact wise.
 - ⇒ Conducting meetings with different forwarders occasionally to understand their challenges & raising their week points to improve overall performances as well as informing them about our expectations from them.
 - ⇒ Conducting meetings with our brokers occasionally to understand their challenges & raising their week points to improve overall performances as well as informing them about our expectations from them.
 - ⇒ Claiming for damaged machine for insurance from the insurance company by providing them necessary proofs & documents. Conducting a hard & convincing talk with them to bring wattage to our claim.
 - ⇒ Leading the team, helping & supporting them resolve the challenges.
 - ⇒ Time to time conducting team session to discuss different day to day issues & how to resolve them.
 - ⇒ Educating the team about new things & providing them with sense of confidence on how to implement the new ideas to our daily work.
 - ⇒ Applying Marine insurance on monthly bases to a contract bounded insurance company.
 - ⇒ Applying Land insurance on monthly bases to a contract bounded insurance company.

Personal Information

- ⇒ Name: Zabi Ullah Khan
- ⇒ Nationality: Indian
- ⇒ DOB: 26 november 1980
- ⇒ Marital Status Married
- ⇒ Passport No. : E9144111(**Holding a Transferable Iqama**)

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