



Muhammad Adnan

ABHA

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Competent and detail-oriented logistics professional with expertise in warehouse operations, supplies management, data reporting, issues handling, and material transportation. Strong code of conduct and interpersonal skills to take prompt actions according to the complexity of assigned tasks. Experienced in managing logistics teams to deliver performance-driven results.

Skills

- Knowledge of Economics and Accounting
 - Ability to work under Pressure
 - Excellent Management Skills
 - Corporate Communications
 - Adaptability
 - Self-Motivation
 - Project Planning And Evaluation
 - Conflict Resolution
 - Decision Making
 - Good Relations with team
 - Excellent follow up skills
 - Learning New and Complex Things
 - Excellent Managerial skills
 - Analytical Thinking Skills
 - Ambition and Desired to Succeed
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Professional Experience

Warehouse Hub Leader

International Express

(Jan 2025 to present)

DUTIES AND RESPONSIBILITIES:

- Oversee the daily operations of the warehouse, including inventory management, order fulfillment, and shipping/receiving activities to ensure timely and accurate delivery of products.
- Develop and implement strategies to enhance operational efficiency, reduce costs, and improve overall warehouse performance.
- Lead, mentor, and develop warehouse staff to foster a high-performance culture focused on safety, quality, and productivity.
- Establish key performance indicators (KPI's) and regularly analyze performance metrics to identify areas for improvement.
- Collaborate with supply chain, procurement, and logistics teams to streamline processes and optimize inventory management.
- Ensure compliance with safety regulations and company policies, fostering a safe working environment for all staff.
- Manage budgetary planning and resource allocation to meet operational goals and financial targets.
- Deep understanding of warehouse management software and inventory management systems.
- Proficiency in data analysis tools and reporting software, including Excel and BI tools.

Warehouse Supervisor

Nestle

(2021-2024)

DUTIES AND RESPONSIBILITIES:

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation
- Establish and maintain maximum and minimum consumables inventory levels
- Provide assistance for maintaining logistics planning tasks
- Scan orders into computer and track shipments across multiple channels
- Approve time sheets associated with deliveries and pick-ups
- Administer and maintain inventory control program systems
- Support with maintenance of logistics policies, procedures, support plans and similar data.
- Manage and monitor the performance of entire fleet, routing and scheduling planning
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Coordinating and maintaining fleets and equipment.
- Performing a daily inspection of the warehouse grounds.

Warehouse Coordinator

Unilever Pakistan

(2019-2021)

DUTIES AND RESPONSIBILITIES:

- Manages the shipping workflow and other warehouse operations.
- Assigns tasks and work orders to warehouse associates.
- Dispatches and answers inbound truck orders.
- Reviews open and closed sales orders and invoices.
- Categorizes inventory and completes inventory tracking.
- Creates and files sales orders, invoices, productivity reports, packing lists, and other documentation.
- Works closely with the customer service team to resolve issues.
- Uses warehouse management systems (WMS) and Systems Applications and Products in Data Processing (SAP) software.
- Maintain and monitor the accuracy of inventory and timely replenishment.
- Ensure all documentations related to responsibility are accurately processed, distributed and released to all concerned in a timely manner.
- Ensures all responsibilities are complied with any company policy, systems, and industry.
- Ensure that workings are compliance with HSE&Q standard and policy
- Invoicing / Billing to support payment process
- Report all warehouse activities on monthly for stock inventory, fee and pallets kept at warehouses both internal and external.

Computer Skills

Software: Windows XP, 7 and 10, MS Office (Word, Access, Excel, PowerPoint)

Languages

Languages: English, Urdu, Arabic

Education

MSc Economics

University of Arid Agriculture

- Major: Macro Economics
- Minor: Micro Economics
- Graduated with high honors

Bachelors of Commerce (B.com)

University of the Punjab

- Major: Commerce
- Minor: Accounting

Intermediate

Board of Intermediate and Secondary Education

- Major: English
- Minor: Arabic

Matriculation of Science

Board of Intermediate and Secondary Education

- Major: science
- Minor: English

References on Request • Available for Relocation