

ARSHED KARAMAT



📍 **Makkah, Saudi Arabia | Mob: +966 599 721 083 / +966 536 729 275**

Email: Arshedkhan991989@gmail.com

Nationality: Pakistani | Visa Status: Employment (Transferable)

Driving License: Yes

Languages: English (Professional), Arabic (Basic), Urdu (Native)

PROFESSIONAL SUMMARY

Results-driven and detail-oriented professional with a strong background in supply chain administration and banking operations, offering over 8 years of experience in logistics coordination, procurement support, customer service, and financial documentation. Adept at streamlining administrative processes, managing vendor relationships, and ensuring compliance with regulatory and organizational standards.

Demonstrates exceptional organizational skills and a high level of integrity in handling confidential data, whether managing inventory systems or supporting banking transactions. Proficient in ERP systems, MS Office Suite, and industry-specific platforms. Known for strong analytical thinking, accuracy, and the ability to work effectively across cross-functional teams in dynamic, fast-paced environments.

Committed to continuous improvement, operational efficiency, and delivering high-quality service to both internal and external stakeholders.

EDUCATION

- Mphil , University of the Poonch Rawalakot Ajk Pakistan, 2014
- BSc (Hons) , University of Azad Jammu & Kashmir Muzafarabad Pakistan, 2011
- FSc (Pre-Engineering) AJKBISE Mirpur Pakistan

CORE COMPETENCIES

Logistics & Transportation Management

Route optimization, freight management, 3PL coordination. Inbound/outbound logistics planning.

Inventory & Warehouse Management

Inventory control, stock optimization, FIFO/LIFO methods. Use of WMS (Warehouse Management Systems).

Procurement & Supplier Management

Vendor selection, negotiation, purchase orders. Supplier relationship management (SRM).

ERP & Technology Proficiency

SAP, Oracle, Net Suite, or other ERP platforms. Use of supply chain analytics and digital tools.

Supply Chain Strategy & Optimization

Cost reduction, lean supply chain, just-in-time.

Cross-functional Communication

Coordination with production, finance, and logistics teams. Stakeholder engagement and reporting.

Organization & Time Management

Calendar coordination, multitasking, prioritization. Meeting and travel arrangements.

Communication Skills

Professional verbal and written communication. Drafting emails, reports, and presentations.

Technology Proficiency

Microsoft Office (Excel, Word, PowerPoint, Outlook). Office management systems, CRM platforms.

Document Management

Filing systems, data entry accuracy. Record-keeping and confidentiality.

Customer Service & Interpersonal Skills

Managing inquiries, front desk duties. Dealing with internal/external stakeholders.

Problem Solving & Decision Making

Identifying issues and proposing practical solutions. Quick decision-making under pressure.

Attention to Detail

Proofreading, data validation, accuracy in documentation.

Adaptability & Flexibility

Ability to handle sudden changes in schedules or priorities. Supporting multiple teams or managers.

PROFESSIONAL EXPERIENCE

❖ Storekeeper

Elseif Engineering & Contracting Co KSA 2015-2019.

- Monitored overall warehouse operations.
- Inventory management using ERP systems and physical verifications.
- Processing GRNs and coordination with finance department.
- Maintained daily reports, logs.
- Coordinating procurement department stock replenishment.

❖ Operation Manager

Askari Bank Limited Pakistan, 2019-2023.

- Overall branch operation management and customer handling.
- Validated daily transactions and reporting as required.
- Daily balancing and maintained cash flows and rectification of any discrepancies.
- Coordinating with audit and compliance to remain updated for regulations.
- Handling team to provide best services for customer in professional manners.

❖ Warehouse supervisor

ACC KSA, 2023- To Date

- Monitored overall warehouse operations.
- Inventory management using ERP systems and physical verifications.
- Processing GRNs and coordination with finance department.
- Maintained daily reports, logs.
- Coordinating procurement department stock replenishment.
- Raising MIRs and insuring inspections of material.
- Maintained ERP stocks.

CERTIFICATIONS & TRAINING

- Internship at National Agriculture Research Centre Islamabad.
- Internship at State Bank of Pakistan
- OSHA – Occupational Health & Safety Awareness Training
- Basic First Aid & Fire Safety – Red Crescent Training Center
- HSE Induction Training – Contractor Program

TECHNICAL SKILLS

- Microsoft Office – Word, Excel, Outlook

- Familiar with use of ERP, SAP & Oracle systems.

REFERENCES

Will be furnished on demand.