

MUHAMMAD UMAIR

CONTACT



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OBJECTIVE

To join a dynamic and reputed organization provides an opportunity for personal and organizational growth through the utilization of my innovative skills and previous experiences while contributing to the success of the organization by outstanding performance and thereby advancing my career.

PROFESSIONAL SUMMARY

Dynamic and results-driven **Logistics & Transportation** Professional with over **10 years** of proven experience in **logistics operations, transportation planning, terminal management, and team leadership**. Skilled in supervising **dispatch teams, managing critical situations, and ensuring seamless day-to-day fleet performance**. Recognized for thriving in high-pressure environments while maintaining clear communication with internal departments and external stakeholders. Highly organized and detail-oriented, with a strong ability to streamline workflows, enhance operational efficiency, and motivate teams to achieve consistent, **high-level performance**.

WORK EXPERIENCE

Oct. 2015 to Present

Operations Supervisor

NTF Group – Nawara Transportation & Freight Company

- Oversee end-to-end logistics operations, including transportation, warehousing, inventory control, and order fulfillment to ensure smooth and timely delivery.
- Supervise the daily dispatch and scheduling of over 50+ drivers for port pickups, local deliveries, and long-haul GCC routes.
- Arrange and track cross-border shipments between KSA and UAE, Bahrain, Qatar, Oman, coordinating with customs agents and ensuring proper border clearance.
- Collaborate with vendors and third-party logistics providers to negotiate contracts, ensure compliance, and drive cost-effective, high-quality service delivery.
- Maintain and update key operational data, including Daily Status and Monthly Performance Reports, using Odoo ERP system.
- Ensure high levels of on-time delivery and service performance through continuous monitoring and proactive issue resolution.
- Generate and present comprehensive daily, weekly, and monthly logistics performance reports to management for strategic planning.
- Utilize ERP platforms (ODOO, SAP, Oracle) and Business Intelligence tools to streamline transport planning, track vehicles, and control operational costs.

Nov.2014 to Jul.2015

Assistant Manager
Eden Robe – Punjab, Pakistan

- Monitored cash flow and deposit records, enhancing accuracy and significantly reducing discrepancies in financial reporting.
- Prepared and submitted detailed reports to senior management to support strategic decision-making and operational planning.
- Oversaw daily opening and closing procedures, recommending process improvements to boost efficiency and productivity.
- Trained and mentored team members in effective operational and sales strategies, contributing to the achievement of key business targets.

EDUCATION

2013 to 2015

BA (Bachelor’s in science & finance)
University of Punjab, Lahore, Pakistan

2011 to 2013

Intermediate in Commerce – (I. Com)
Jinnah Collage of Commerce, Mandi Bahauddin, Pakistan

KEY SKILLS

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|---|---|
| • Logistics Operations & Terminal Coordination | • Customer service |
| • Relationship development | • Administrative Reporting & Compliance |
| • Staff Transfer, Vacation & HR Coordination | • Emergency Handling & Crisis Management |
| • Cross-Border Transportation (KSA ⇄ UAE, Oman, Bahrain, Kuwait, Qatar) | • Customs Clearance (FASAH), ZATCA Process & CRO Handling |

TECHNICAL PROFICIENCY

- Proficient in **Odoo, ERP systems, SAP, and Oracle platforms**
- Advanced user of **Microsoft Office Suite**, including **Excel (Pivot Tables, Dashboards), Word, PowerPoint, and Project**. Strong understanding of **Microsoft Power BI** for data visualization and business intelligence. Communication Tools **Outlook, Teams, Zoom**

ACHIEVEMENTS

- Reduced delivery delays by 60-70% through proactive transport planning.
- Major Project Handling Experience: Successfully managed end-to-end logistics, import/export operations, and storage coordination for high-profile events including **DAKAR Rally (2020–2025), Formula 1, Formula E, Riyadh & Jeddah Season, Hail Rally (2022), GT Project (2024), and Durrah Sugar** — ensuring timely deliveries, seamless team coordination, and project success under pressure.

PERSONAL INFORMATION

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| • Date of Birth: 06 th March 1993 | • Marital status: Married |
| • Iqama Status: Transferable | • References: Available on request |