

MUHAMMAD SOHAIL ARIF

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PROFESSIONAL SUMMARY:

A result driven and motivated senior supply chain executive with over 15 years of experience in managing cutting-edge Multinational Corporations. Following impactful tenures as Supply Chain Manager/ HR by leading and establishing successful supply chain teams skilled in warehouse/logistics operations and procurement fields. Confident in leading and handling complex assignments either individually or as a resourceful individual.

GCC INDUSTRIAL EXPERIENCE (6 years): Facility Management, Construction, Operation & Maintenance, Industrial services, Polymer Distribution, Manufacturing, Resale, Chemical Solutions.

PAKISTAN CORPORATE EXPERIENCE (9 years): Oil & Gas, Maintenance (after sales services), FMCG, Telecom Industry

EXPERIENCE:

Assistant Manager Admin & HR

Ravago Middle East Company, Jubail, Saudi Arabia

(May 2018 – Jul 2022)

- Develop HR policies and direct and coordinate human resource activities such as employment, compensation, labor relations, benefits, training, discipline, resolution of legal issues and requirements
- Coordinate with all agencies for processing work visa & overseas recruitment
- Performs HR Personnel activities and other Administrative functions by updating associates' records such as contract of employment, medical insurance, travel, probation plans to the HR Database
- Responsible for travel desk activities including visa processing, ticketing, hotel reservation
- Plan, systematize, and manage the organization under the guidance provided the General Manager in the area of Human Resources in order to meet organizational objectives of efficiency, cost effectiveness and growth

Supply Chain Lead**Zara Mobility Services Pvt. Ltd, Karachi, Pakistan****(Jan 2017 – Apr 2018)**

- Measuring and analyzing the inventory levels of more than 350 hundred outlets and ensure the availability of merchandise at the stores
- Maintaining soft count on weekly and hard count on monthly and yearly basis, to get results of perfect inventory and identify necessary recounts if required
- Coordination of all the stores for their requirements and analyze the previous sales and availability of items to acquire the inventory needs
- Place orders to replenish stocks and also reconciliation of all the ordering
- Shuffle of SKU's between locations and coordinating with third party logistics in correspondence with the shipping deliveries within time limits, and errors occurs as missing items, wrong deliveries

Warehouse & Logistics Manager**SRACO Company, Dammam, Saudi Arabia****(Oct 2014 to Oct 2016)**

- Responsible for maintaining the accuracy of stores fixed assets inventory and fixed assets system
- Receives and inspects all incoming assets and reconciles with Purchase orders, duties to check the quantity and quality of assets received, as per Purchase order description and specification required, track damages and discrepancies on order received and assign code to fixed assets
- Coordinates the daily operations of the warehouse, perform a variety of receiving, stocking activities, stores and transfer assets to the projects, documenting warehouse transactions
- Looking after the transportation of goods in & out of the warehouse
- Organizing transportation activities, including storage of goods, managing information accrued from point of origin to delivery, and arranging for services as necessary
- Execute logistics plan to move products and packages to reach destination on schedule

Supply Chain Manager**Fluid Technology Int'l Pvt. Ltd Karachi, Pakistan****(Sep 2011 to Oct 2014)**

- To manage every functions of supply Chain including Procurement, Logistics, Warehousing, Production, etc.
- Assess and manage inventory levels to ensure continuity of supply
- Plans, manage and coordinate all activities related to the sourcing and procurement of necessary materials and supplies
- To evaluating the quotations, issuance of purchase orders, follow up and negotiation with parties, find new suppliers, coordination with internal clients
- Maintain receiving, stores and distribution operations by initiating, coordinating and enforcing program, operational, personal policies and procedures

- Supervise store activities such as inventory control, ordering, storage and issuing material

Store Officer

ALSONS TATSUNO SERVICES CO. Karachi, Pakistan

(Nov 2006 to Sep 2011)

- Issue materials in systemic way and make proper documentation
- Receives and inspects all incoming materials and make arrangement for storage at specified locations
- Check and monitor inventory levels and reporting to material requirements
- Posted entries in inventory software and manually

EDUCATION PROFILE:

Qualification	Institution	Year
Bachelor of Commerce	University of Karachi	2014
Intermediate (Pre Engineering)	Govt. National College	2006
Matriculation (Computer Science)	Morning Glory Sec. School	2004

WORKING KNOWLEDGE:

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- SAP
 - ERP
 - Material Management (MM)
 - Quick Book

SKILLS:

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- Good interpersonal communication
 - Time management
 - Self-motivated

LANGUAGE:

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- English, Arabic and Urdu

INTEREST:

- Reading books
- Traveling
- Keeping physical fitness

PERSONAL DETAILS:

- Father's name: Muhammad Arif
- Permanent Address: Karachi, Pakistan
- Driving License: Available
- Date of Birth: October 16, 1987
- Marital status: Unmarried
- Religion: Islam
- Nationality: Pakistani

REFERENCE:

- Available upon request