



Muhammad Almas

Logistics & Supply Chain Management Specialist



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Why *Almas*?

- Dynamic & highly dedicated supply chain management specialist having 15+ years of professional experience in demand/material planning, inventory/stock control, strategic initiatives, logistics management, imports & exports management, procurement & supply chain management. Possesses expertise in budgeting, negotiating contracts, forecasting, KPIs monitoring, drafting bills, SOPs development, and analyzing work-place efficiency
- Performance-oriented professional having experience in suppliers development, merchandising, and sourcing; highly skilled at resource development. Possesses immaculate skills in executing tactical business solutions & ensuring clients' requirements; having experience in formulating & implementing supply management policy
- Effective team player possessing skills in contract management and ensuring FCPA compliance. Able to assess performance measures. Has proven record of handling various aspects of project including vendors' negotiations; adept at identifying troublesome areas and implementing & recommending corrective measures
- Articulate communicator capable of leading teams and projects to add value, reduce costs and improve financial and operational performance; excels at collaborating across departments, coordinating with staff to complete projects on time and within budget. Has demonstrated success in negotiating win-win compromises

CORE STRENGTHS & ENABLING SKILLS

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|--------------------------------|---------------------------------|---|
| ▪ Supply Chain Management | ▪ Vendor & Contract Negotiation | ▪ Microsoft Office Suite |
| ▪ Inventory & Stock Control | ▪ Imports/Exports Management | ▪ Financial & Business Reporting Skills |
| ▪ Logistics Management | ▪ Procurement Management | ▪ Team Building & Leadership Skills |
| ▪ Risk Assessment & Mitigation | ▪ Training & Mentoring | ▪ Communication & Presentation Skills |

NOTABLE ACHIEVEMENTS

- ✓ Rolled out new operational concepts in alignment with stakeholders and third parties. Managed Central operation system of shipment in Weboc or PSW online for shipment's custom clearance at Step Oiltools FZE
- ✓ Developed/executed customization of customer orders in logistics operations, while ensuring stabilization & transparency of logistics operations and controlling/monitoring through KPIs at Step Oiltools FZE
- ✓ Managed central stock, resulted in timely availability, optimal stock levels and delivery times agreed with customer. Delivered goods on basis of agreed delivery conditions (Incoterms), costs and delivery times
- ✓ Initiated/started modern/highly automated warehouses, while supporting in closure of existing operations, and merging/starting new logistics operations. Successfully delivered projects on time and within budget
- ✓ Realized significant cost savings through continuous improvement projects. Contributed to greening via re-use/return packaging, optimization of transport and distribution (carbon footprint) at Step Oiltools FZE
- ✓ Strengthened and used "buying power", including in/outsourcing, procurement and tender management during selection of logistics service providers. Defined and implemented strategy and plan of approach

PROFESSIONAL EXPERIENCE

Step Oiltools FZE, Islamabad, Pakistan

Working as "*Supply Chain & Logistics Manager*", September 2013 – Present

Responsibilities/Accomplishments:

- Spearheaded team of professionals, injecting motivation and conducting training of staff, while streamlining day-to-day logistics functions/activities to ensure meeting needs of operations in timely/efficient manner
- Supporting human resource in recruitment & selection, training & development and change management
- Maintaining liaison with suppliers & Group Company (USA, Singapore, Oman, UAE, and UK) for shipment ready dates in accordance with need by dates as per PO while coordinating with buyers for right Inco-terms
- Handling export and import process documentation and liaising with freight forwarders on daily basis to ensure clearance of shipments in timely manner. Interacting with inventory and asset personnel to ensure all completion of JDE transfers, as well as aptly participating in stock checks & other asset control measures
- Coordinating with warehouse team for inventory planning of stock requirement & expediting shipment accordingly for replenishment in time to avoid nil stock situations and participate in process improvements
- Proactively keeping status spreadsheet updated with accurate data and maintaining all documentation as per company and local record retention guideline, while efficiently handling temporary import database

- Adroitly ensuring shipping times meet requirements of Step Oiltools operations and implementing Green Light process during all exports and imports processes. Ensuring management and operations of all rental material/equipment in most cost-effective manner in accordance with company's procedures & instructions
- Ensuring timely payment of customs duties as per local & company's rules. Maintaining adequate levels of import/export compliance awareness and addressing FCPA compliance issues identified in local processes
- Rendering and covering all delegated duties in absence of personnel from logistics team to keep business operational. Maintaining professional demeanor & attitude and undertaking any required training to satisfactory level of achievement. Promoting team spirit and emphasizing on inter-departmental relations
- Liaising with yard supervisor/inventory planning for required shipping mode as per stock levels. Adeptly monitoring movement of inventory from warehouse to all locations in line with company's policies, while expertly generating inventory audit report after visiting offshore site for inventory and assets reconciliation
- Arranging movement of office crew & materials/equipment by air & road. Monitoring mobilization & JMP's as per client's requirement. Formulating weekly report of working to country manager for weekly activities
- Handled Solid Control and drilling waste management equipment and overall system.
- Arranged/Coordinated with operation team for mobilization/demobilization from Rig to Rig/Yard to Rig of equipment like Centrifuges DE-1000, Shale Shakers, Seepex Pumps, Centrifugal Pumps, Hi-G Dryers, Extractor dryers, Spin dryer/Cutting Dryer, Screw Conveyors, Submersible Pumps, electrical panels, Agitators, Shaker Sumps, Flock Unit, Storage Tanks & de-watering tanks, Dumpers & Excavators, Trailers etc.
- Ensuring with QHSE team for audit and investigating services relating to Quality, Health, Safety, and Environment activities to verify compliance with relevant standards, regulations, and policies.

PRIOR EXPERIENCE

- 🚩 Worked as **"Manager Accounts"** at Transpack Packing & Freight Forwarding Company, Islamabad, Pakistan **(April 2009 – November 2011)**. Maintained accounting controls by establishing chart of accounts, while defining accounting policies and managing & controlling all Pakistan office financial related activities. Posted ledgers in relevant heads of accounts and supported company's procedures
- 🚩 Worked as **"Import Officer"** at Pakistan Accumulators (Pvt.) Limited, Islamabad, Pakistan **(April 2008 – April 2009)**. Checked status of airfreight & sea shipments when arrived, while ensuring timely arrival of raw materials & machinery and timely dispatch. Identified and developed potential clearance companies and relevant service providers, while liaising with bank regarding letter of credit. Provided different nature of services to valued suppliers (listed/unlisted) for smooth working
- 🚩 Worked as **"Accounts Officer"** at Transpack Packing & Freight Forwarding Company, Islamabad, Pakistan **(September 2006 – April 2008)**. Prepared trial balance on monthly basis and executed payroll processing of staff and prepared bank reconciliation statement. Calculated income & sales tax and supported in subsequent submission to FBR & E-filing of tax return. Checked bank payments, journal and petty cash vouchers, while executing billing of customers & ensuring timely recovery as per customers' contract. Maintained assets, stock & petty register and procured official equipment/supplies etc., while assisting in travel & hotel arrangements and organizing meetings with valuable customers. Oversaw vehicle maintenance, log books etc., while preparing audit paras arose by Charter Firms and providing assistance to admin & finance controller and company's secretary in matter of administrative, financial and corporate issues.

PROFESSIONAL TRAININGS

- **IATA Certified**, DGR Course (Group VI) (2015)
- **Emergency First Aid with CPR** (Health & Safety)
- **Material Management Department**, OGDCL Pakistan

PROFESSIONAL QUALIFICATION

- **Federal Urdu University Arts Science & Technology, Islamabad, Pakistan** (2007 – 2009)
MBA – Finance
- **University of Agriculture, Faisalabad, Pakistan** (2003 – 2006)
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