

MUHAMMAD ZEESHAN ANWAR

Supply Chain Assistant

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Endmost Objective

A reliable, resourceful & detailed oriented individual with good negotiation skills & excellent communication abilities. I'm looking to work in the challenging corporate environment in the supply chain domain to reinforce & strengthen the organizational performance that drives organizational profitability.

Personal Skills

Adaptive Learner, Bilingual Communicator, Proficient Presenter, Vigilant Negotiator, Risk Aversive, Communication, Customer service, Interpersonal skills, Analytical Skill, Computing Skill, Problem-solving, Time Management, Transferable skills, Active listening

Software Proficiencies

SAP 9.2 PL6 HANA-Planning Module-MRP Module & Inventory Module

Gluon ERP -Purchase Module, Inventory Module, Sale & Sale Order Module

Microsoft Office- Excel, Word, PowerPoint Outlook

Particular Interests

Supply Chain Management, Logistics, Supply Chain Planning, Supply Chain Resilience, Production Planning & Inventory Control (PPIC), Strategic Procurement, Supply-Chain Integration, Sales and Operations Planning (S&OP), Enterprise Resource Planning & Risk Management.

Academic Record

MS - Supply Chain Management

University of Management & Technology

| **Dean Merit Award Holder** |



Course Project

1-|Demand Forecasting Models for Style Textile|

2-|Project of Vendor Selection and Development on Interwood Mobel Pvt. LTD

3-|One-week experience in M&P Express Logistics, Lahore|

4-| KPIs Performance Dashboard on Excel |

Professional Experiences

|Supply Chain Assistant in Procurement Department|

Bilal Switchgear Engineering Pvt. Ltd

1st June 2021- Present



JD's:

- Material planning, production planning, scheduling and sourcing
- Project starting from pre-qualification of Vendor's request for quotation (RFQ), negotiation, the establishment of contracts and overall vendor performance management.
- Prepared PO, SO, DC, RFQ & RFI by using Gluon ERP and send to Suppliers
- Track and expedite late arriving purchase orders as needed
- Ensured compliance with rules and regulations for materials received.
- Prepared reports concerning supply chain operations.
- Maintained records for materials received.
- Ensured Store materials are moved from receiving dock, and placed in bulk store inventory with an accurate count.
- Inventory checking
- Opened and properly distributed incoming mail.
- Managing overlapping projects
- Keep track of deadlines.
- Managing product returns, quality, damaged products
- Planning for deliveries
- Responsible to manage supplier database, supplier pre-qualification, supplier evaluation, contract review/negotiation
- Coordination with other departments (Planning, Production, Store, Finance ,Quality)
- Applied supply chain management knowledge to provide sourcing and influence electronic mediated environments.
- Displayed exemplary negotiation skills when communicating with suppliers and vendors regarding contracts, policies and deadlines.

|Supply Chain Internship PPC-Department|

Xarasoft Pvt. Ltd.

19th February 2021-31 May 2021



JD's:

- Daily planning sheet handover to Production Department.
- Prepare Batches according to daily, Weekly Plan.
- For Pilot Run Coordination with Production.
- Coordinate production workflow for one or multiple products.
- Developed production schedules according to deadlines for existing orders and sales forecasting.
- Worked with engineering, production and testing departments to implement corrective actions for missed milestones.
- Reviewed inventories, tracked production statuses and ordered materials to foster consistent availability and production schedule adherence.
- Employed accurate forecasting to increase efficiency and reduce waste.
- Developed, released and monitored daily schedules to foster on-time completion of finished products.
- Customized SAP production planning and detailed scheduling tools to support factory production initiatives.
- Carried out day-day-day duties accurately and efficiently.
- Used coordination and planning skills to achieve results according to schedule.
- Collaborate with quality control, production and other staff.

|Operations Officer|

Explorers Den Tourism Services

Nov 2018- Nov 2020

- Managing proposals and contracts
- Sales forecasting and reporting
- Making of Package Tours Inbound & Outbound both.
- Predominantly assisting the Tourism Manager in daily tasks
- Dealing with customer's queries & maintaining the website and posting new content on a weekly basis
- Obtain quotations from International vendors and negotiate for the best price.
- Take request, calculate charges, and process payments
- E-mailing customers for their reviews on the service provided
- Record details of customer contacts and actions taken
- Maintain data of the clients and send new promotions

Education

- 2021 – **MS Supply Chain Management**
University of Management & Technology (UMT), Lahore

Certificates & Diplomas

- 2018 - **Eight (8) Month Diploma in Computer Application & Office Professional**
Vocational Trainings Institute, Governor House Davis Road Lahore
- 2016 - **One Year Level 3IV Technician Diploma in Construction**
The City & Guilds of London institute
- 2014 - **Two Months Certificate in English Language**
Govt. Dyal Singh College, Lahore

LANGUAGE SKILLS:

English: Proficient (speaking, reading, writing).

Urdu: Proficient (speaking, reading, writing)

Punjabi: Proficient (speaking, reading, writing)

Hobbies: Scouting, Travelling, Reading & Biking

Reference: References will be furnished on demand.

*I hereby declare that the above-furnished information are true and correct and can
Be supported by documentary evidence wherever applicable.*

Muhammad Zeeshan

