

# Adnan Nasir

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## Professional Summary

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- An analytical, results-oriented, highly motivated professional with strengths in Supply Chain Management and Project Management
- 4 years' work experience in the Dairy and Food industry in the Middle East
- 5 years plus work experience in the Oil and Gas industry in multiple African Countries
- Hard working and adaptable

## Employment History

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### Oct 2016 to Nov 2020: Team Leader - Distribution

#### The National Agricultural Development Company (NADEC Food & Dairy) Supply Chain Department

Sales and Distribution Center – Jizan City



#### Key Roles and Responsibilities

- Managed the Distribution Network for the Sales service routes
- Responsible for Receiving, Storing and Distribution of Finished Goods
- Distribution on time in full
- Coordinating with the Sales, supply chain team and freight team in Manufacturing Plant
- Ensuring HSE and Food Safety and training staff to maintain hygienic environment
- Preparing Export documents for the Middle east countries
- Pre released inspections for the shipment
- Monitor the Cold Chain Management for food safety
- Oracle Transport Management for the shipment status and Gps tracking for the Sales Vans
- Ensuring there are no demurrages cost due to product unavailability at the Distribution Center
- Continuous monitoring of shipments
- Warehouse and Inventory Management

### Dec 2015 to June 2016: Logistics Coordinator

#### Tesla Exploration International Ltd. – Uganda and DRC



Logistics Support for 2D Vibroseis seismic operation for TOTAL E&P,  
Democratic Republic of Congo

#### Key Roles and Responsibilities

- Mobilization and shipments planning for the equipment
- Preparation of Packing List and Commercial Invoices for Exports / Re-export or Transshipment
- Bill of Lading, Freight Invoicing
- Arranging Customs Inspection of import consignments at Port of discharge
- Certificate of Origin
- Quotation gathering for road transportations from port to site
- Ensuring all vessels are duly vetted before arrival and ready for loading upon berthing
- Analysis & Prepare reports on project timeline with the aspects and progress of logistics matters
- Preparing daily, weekly and monthly vessel summary reports for management
- Coordinating with Clients / Marketers to receive vessel nominations before the laycan starts
- Ensuring there are no demurrages cost due to product unavailability at the port, or delay in import shipments inspections
- Arrangements for Temporary Importation under Bond for Temporary Import equipment
- Warehouse and Inventory Management



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## **Feb 2015 to Nov 2015: Executive Logistics**

### **Huaneng Shandong Ruyi Energy Pvt Ltd.– Sahiwal, Pakistan**

Material and Shipments managed for Coal fired Power Plant 1320MW in Sahiwal City, Pakistan.

#### Key roles and Responsibilities

- Coordinating with Qasim Port Authority (Karachi) for arranging the material requirement to off-load containers from Vessels on time and trans loading
- Arranging Customs Inspection of import consignments at the Port of discharge
- Coordination with Freight Forwarding sub-contractors and local custom agents
- Local Procurement
- Issuance of International and Local Purchase Orders
- Meetings with the Management and Technical departments to priorities the shipments
- Ensuring all vessels are duly vetted before arrival and ready for loading upon berthing
- Shipments forecasting and follow ups with the head office and port authorities through custom clearing agents.

## **May 2012 to Nov 2014: Import and Export Administrator**

### **Tesla Exploration International Ltd. – Democratic Republic of Congo**



Shipments and Equipment Management for 2D Marine Seismic Operation for Oil Of Congo

- Mobilization and shipments planning for equipment
- Inventory and Stock Management
- Packing supervision
- Preparation of Packing List and Commercial Invoices for Export, Re-export and Transshipment
- Bill of Lading, Freight Invoicing
- Arranging Customs Inspection of import consignments at Port of discharge
- Certificate of Origin
- Coordinating with Port Authority for arranging the material requirement to load vessels on time avoiding demurrages

## **May 2011 to April 2012: Office Administrator**

### **Tesla IMC International Ltd. – Entebbe, Uganda**



Managed 2D Drilling Seismic Operation for Neptune Petroleum Limited.

- Managing Project Costing
- Billing and Invoicing for Client and Subcontractors
- Record keeping for Personnel working in crew
- Travel arrangements (Domestic /International)
- Raise purchase orders International/Local
- Local Procurement
- Adapting, storing and distributing information within the company

## **Education**

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### **The University Of Lahore**

MBA Masters In Business Administration

Majors in Marketing

Graduated in Aug 2010



**Major Areas Covered:** Advertising and Promotion, Brand Management, Media Marketing, New Product & Development, Principle of Marketing.



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## Punjab College of Commerce

Bachelors in Commerce

Major in Accounting

Graduated in March 2008

## Skills

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- Ability to work under pressure and independently
- Quick learner
- Sales Pro System
- Creativity and Innovation skills
- Team Building and leadership skills
- Analytics
- Microsoft Office
- ERP (Oracle)
- ORACLE Transportation Management (OTM)
- Web Applications
- Safety Management

## Languages

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### **Name**

Urdu

English

### **Proficiency**

Native

Fluent

## Awards / Achievements

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Achieved Certification of Food Safety (HACCP) for Nadec Sales and Distribution Center in Hail, Saudia Arabia

Gold Medalist in inter university cricket tournament

IELTS academic overall score 6.5

## Training / Certificates

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- Project Management Professional – PMP
- Logistics Management – PMP Institute
- Risk Assessment
- QHSE Management
- Environmental Awareness
- Manual Handling
- Fire Safety
- Business Communication Interactive
- Fir Aider level 2 – Advance level
- HACCP (Food Safety Training)

## Hobbies / Interests

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Cricket, swimming, music, squash, traveling

## References

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Required references could be furnished upon request