

## ALTAF HAMID

E-mail: [altafhamid68@gmail.com](mailto:altafhamid68@gmail.com) (possess UAE resident visa)

Contact: +971507190987

(Certified Logistics and supply chain Professional)

Dubai, United Arab Emirates



**Career Objective:** Solutions focused, and results-oriented **MBA** Professional offering 10+ years of successful career in **Administration/Inventory Management/Warehousing & Distribution/Logistics, Housekeeping matters at managerial level**. I am a highly motivated and hardworking individual looking for a responsible role in a reputable organization where I can share my expertise and take the hiring company on the next level with motive to achieve the objectives set by the management.

### SKILLS

- Decision Making
- Customer's centric approach
- Time Management
- Leadership
- Team Player
- Scheduling & Distribution
- Total quality Management as per company's policies
- Six Sigma
- Problem solving
- Multi-tasking
- Coordination
- Inventory Management
- House keeping
- Staff Management
- Budget Management
- Followed health & safety rules on workplace for safety of assets and safety of staff.

**FAMCO Al Futtaim Auto & Machinery LLC, UAE.**  
**Designation: Warehouse & Distribution Manager**

**(Mar'15 -Mar'17)**

### Achievements:

- During working tenure, got best Inventory results with more than 99% accuracy both by line & value wise
- Got 110% "Old Core" returned and accordingly got appreciation from Principal and senior management.
- 100 % compliance to the health and safety issues relating to warehouse.
- Successfully supervised Internal & External Audit in 2015 & 2016.
- 100 % compliance to the company's rules, policies, regulations as required by management.
- Used more than 75 % space in warehouse for material/stock stacking.
- Reduced 3PL cost by 400 % by relaying the distribution through company's vehicles.
- Reduced staff overtime & transportation expenses by 100 %.
- 100 % discrepancies found in shipments, reported to the Inventory Department for in time submission of claims from respective principal.
- Successful managed 32 warehouse subordinates (3 supervisors, 2 store keepers, 6 drivers, 21 pickers).

**Achievements:**

- 100 % compliance given for maintenance of staff HR related records of more than 250 incumbents.
- Cost saved for procurement of general items for usage of head/sub-offices from approved vendors and by using out of box approach.
- Timely supervised both internal and external audits.
- 100 % compliance given to the rules, policies, regulations of the company.
- Efficiently and effectively maintained store/warehouse and other assets of the company as per company's instructions.
- 100 % compliance for maintaining official documents relating to all kind of official activities.
- 100% compliance to the government rules regarding disciplinary proceedings. Tax returns submission.
- Achieved KPIs regarding receipt of company's receivables from customers and arrangement of relevant record from collecting banks.

**CREDENTIALS:** \_\_\_\_\_

**Professional:**

- MBA (Finance) Allama Iqbal Open University, Lahore (Campus) Pakistan - 2006.
- APA, Pakistan Institute of Public Finance Accountants, Lahore, Pakistan, 2002
- B.Sc. (Bachelor of Science) University of the Punjab, Lahore, Pakistan 1987.
- S.A.S [Subordinate Accounts Service] for Auditor General of Pakistan, Islamabad, 2002

**Technical:**

- MS Office applications and ERP SAP MM.
- Integrated Management System (Quality, Environment and Safety) with reference to the Internal Audit for ISOs 9001:2007 for quality, 14001:2004 for environment and 18001:2008 for safety.

**Professional Trainings / Skill Development Program:**

- Certified Logistics and supply chain professional: KHDA & AIBM Certified

**PERSONAL INFORMATION:**

<b>Languages Known:</b>	English, Hindi and Urdu. German (initial level)
<b>Marital Status:</b>	Married
<b>Driving License</b>	Yes, possess UAE driving license

**(Altaf Hamid)**