

CURRICULUM VITAE

NAVEED KHAN

PERSONAL PROFILE:



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Address:

Sharjah
U.A.E

Personal Data:

Gender : Male
Date of Birth: 08/09/1982
Marital Status: Married
Nationality : Pakistani

Languages Known:

English
Urdu
Arabic

Passport details:

Passport No: EB 4110113
Date of issue : 10/04/2018
Expiry Date : 12/04/2028

Visa Status

Residence

DRIVING LICENCE
YES

PROFESSIONAL PROFILE:

Work with a top-notch organization where I can contribute, learn, apply and adapt continuously. To excel in given role and be able to raise the bar and challenge my self every single day. Ability to contribute highest quality of output individually and as a team player and can interface with professionals on all levels. Persuasive and concise communicator having verifiable track record in modifying complex technical information for multiple audiences, and supervised subordinates to achieve greater productivity and understanding.

ACADEMIC QUALIFICATIONS

- B.Com. (Bachelor of Commerce – Hazara University, Pakistan)
- F.S.C (Faculty of Science) “Intermediate” Hazara Public School & College, Haripur.
Board of technical education Peshawar – NWFP Pakistan
- ISS Induction Training Certificate.
- ISS Corporate Compliance and Ethics Awareness Certificate.
- ISS Microsoft Training Certificate (2010)
- ISS Security Awareness Training Certificate.
- ISS Business Continuity Training-Unit 1
- Introduction to Project Horizon
- ISS PowerPoint and Presentation Skills Training
- Corporate Compliance and Ethics Awareness Refresher Training 2012
- Quality Assurance Training.
- Awareness Certificate ISO 9001-2000 (RWTUV, Saudi Arabia)
- INTERNAL QUALITY AUDITOR CERTIFICATE (RWTUV, Saudi Arabia)

COMPUTER SKILLS:

- Proficient in Microsoft Word, Access, Excel, Project, Visio.
- Familiar with Computer’s basic Installations and Problem Solutions,
- Computer Hardware Assembling and Trouble Shooting.
- Using and exploring Accountancy Software.
- Web Surfing.
- AutoCAD 2004 2D & 3D

AREAS OF INTEREST:

- Contracts Department
- US Navy Vessels-SDDC Project (3 PL logistics department)
- Internal Quality Auditor.

AREAS OF EXPERTISE:

- Contract Submission
- Port Operation Services
- Logistics Support Services
- Documents control
- Port Tariff review
- 3PL Software (IBS/IBM)
- Transportation Management

PROFESSIONAL EXPERIENCE:

INCHCAPE SHIPPING SERVICES (DUBAI) LLC

Contract Department –Contract Officer

July 2012 till date as Contract – Logistics for Base Operations Support, Government Services, Dubai (Holding company: ISHTITMAAR)

Reporting to the Regional Manager Contracts, take a lead role in the tender processes and establishment of major contracts and service agreements within the financial and strategic framework. Responsible for contract compliance from cradle to grave, including review and analysis of Request for proposals (RFPs), managing cost proposal submissions, negotiating Cost/price, terms and conditions, and modifications. Contracts handled covered over 30 countries in the South West Asian Region, Indian Ocean Region and Africa.

- Working hard to reach resolutions and agreements with customers and suppliers.
- Negotiating and managing external and internal procurement and contracting arrangements.
- Identify procurement opportunities and ensuring these opportunities are evaluated and progressed.
- Clarifying goals with all interested parties.
- Evaluating the needs of customers and clients.
- Facilitating the re-negotiation of existing contracts.
- Managing invoices from generation to payment.
- Contributing to the business development of the company.
- Making sure that all procurement and contracting activities are carried out in accordance with legislation & company policy.
- Safeguarding the company's interests.
- Conducting investigations into any technical changes or contractual disputes.
- Define, maintain and improve the bid process of the Company.
- Providing expert advice to colleagues on any issues that may arise.
- Promoting equality of opportunity and diversity for all employees.
- Leading complex contractual negotiations.
- Making amendments to contractual documents.
- Overseeing and signing off the departmental invoices.
- Regularly monitoring the performance of contracted services to ensure services are effective.

LOGISTICS COORDINATOR -3PL (Third Party Logistics)

US Navy Military Base - Jebel Ali

Coordinated with staff regarding relocation and transportation arrangements Prepared documentation and coordinated transport of resources and materials. Marked and labeled freight; documented, verified, and inventoried cargo; and prepared and submitted report documentation. Maintained accurate records and managed office correspondence.

- Maintained all shipping machines, address databases and regularly kept information and programs updated.
- Coordinated with courier's IT department to ensure all system upgrades are implemented without compromising the conduct of business.
- Implemented Quality Control procedures prior to shipping to make sure they are processed and transported according to specifications and without delay.
- Monitored inventory level requirements diligently and worked to ensure a minimum stock level for all materials are maintained

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- Trained and oriented new personnel in the proper operation of all courier systems.
- Coordinated trailer yard traffic.
- Helped train new inventory control staff.
- Handled logistics and financial matters.
- Prepare files vessel arrival notices
- Prepare files all discharge notices.
- Tracking all tally sheet import & export.
- Vessel tracking from WEB & ETA system.
- 300 Container tracking every day.
- Keeping record for IHT Import & IHT export
- Responsible for the all arrival and discharge notice.
- For the all arrival and discharge notices & keeping record

Operations Executive (Inchcape)

- Support the Crocs Operations Team in planning, directing, managing, and coordinating day-to-day business activities
- Serve as a point of contact for the Executive team
- Maintain calendar for the COO; coordinate and prepare for all meetings and conference calls to include minutes, agendas and catering
- Execute assignments with limited direction
- Prepare emails and confidential correspondence as needed
- Screen incoming calls and greet visitors
- Schedule regular and special meetings with the global executive team
- Coordinate with other departments in the organization
- Organize and maintain files
- Prepare, review and track invoices and expense reports
- Work closely with other admins (including global admins) as well as other departments including: public relations, legal, human resources, facilities and accounting
- Compile and execute various Excel analyses in presentations for Executives and the Board of Directors
- Organize and facilitate internal and external meetings
- Assist COO and team on projects and all aspects of operations
- Prepare general reports
- Perform other incidental and related duties as required
- Four year degree from college or university, desired, not required; a minimum of 8-10 years' experience and/or training; or equivalent combination of education and experience
- Strong writing and word processing skills as well as office administration experience of 1-2 years
- Excellent PC and MS Office skills including creating and editing Word, Excel, PowerPoint, Outlook and Share point files
- Tact and diplomacy in dealing with confidential information
- Organized and detailed-oriented with thorough follow-up skills
- Assisting in the management of team workload
- Ensure the smooth administration of work in the mobile department working closely and together with the operations team
- Respond timely to information requests from EFCC, auditors and regulators and demonstrate optimized performance results to regulatory and executive management
- Monitoring individual and team performance

- Highlight any concerns to Operations Manager
- Optimize operations through continuous process improvement
- Providing technical knowledge, guidance and mentoring to Operations Executives

ALAMDAR & CO LTD FOR COMMERCE & ENTERPRISES, DAMMAM (SAUDI ARABIA 2008)

Designation: Internal Quality Auditor & Store Keeper (2003 to 2007)

- Nature of work involved the following:
- Responsible for the overall enhancement and improvement of the organization by utilizing proven auditing techniques to improve services, retain customers and generate new business.
- Performed internal quality audits to ensure that assigned locations are in compliance with corporate documented procedures as they relate to the ISO-9001:2000 standard. Document and present audit findings to all levels of the organization.
- Evaluate new locations for scope of work. Facilitate the launch of process management systems, to include; training of personnel, documentation of location processes/procedures. Submit executive summary of progress regularly.
- Post daily driver records to the as operating system, complete customer invoicing, attend safety meetings.
- Coordinate ISO 9001:2000 activities, to include: creation of location procedures and corrective action.
- Provided internal training on standard operating procedures sections of the ISO 9001:2000 standard.
- Management representative for third party audits including current customers and potential new customers.
- Performed internal quality audits and supplier certification audits.
- Conducted management review meetings to report on the status of the quality system to top management.
- Identify, document and distribute audit observations and issue audit reports.
- Performed quality audit training.
- Develop internal process procedures and documents.
- Synergies the cross functional departments to assure seamless communication.
- Communicate company requirement to the suppliers.

SKILLS AND STRENGTH:

- Excellent presentation skill.
- Good communication skill.
- Self-motivated with desire to achieve excellence.
- Positive thinker with ability to adapt to changing environment.
- Quick learning capacity and maximum ability to work under pressure.
- Extremely dedicated, initiative, responsible and result oriented.

Linguistic Proficiency

Linguistic Proficiency

Speak	:	English, Urdu & Arabic
Read	:	English, Urdu
Write	:	English, Urdu

DECLARATION:

I do here by declare that all the information mentioned above is true to the best of my knowledge and belief.



Naveed Khan