

WAJID MUHAMMAD SIDDIQ

18th Street, Khobar, Kingdom of Saudi Arabia

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Objective

Looking for a responsible position with growth oriented having professional Environment, where in I can apply my experience & education background.

WORKING EXPERIENCE

Faisal Al Dossary for Transportation – Khobar, K.S.A

Designation: Senior Logistic Supervisor

Duration: March 2020 to till date

1. Coordinate with the branches supervisor for smooth operation works.
2. Plans and organizes daily and near-term workload for maximum efficiency and effectiveness.
3. Maintain accurate records and files of customers data.
4. Accountable to monitor and approve site logistics spend involving freight payment.
5. Meet with the clients regarding there issues and resolve the problems for smooth busines relations.
6. Raise the invoices and approve the driver allowances through **ETOSERP software**.
7. Visit to the market and search new business for the company.

Abdul Aziz Ahmed Alamer Restaurant Co. – Khobar, K.S.A

Designation: Logistic Supervisor

Duration: March 2019 to December 2020

1. Manage and coordinate the organization, staffing, and operational activities for district warehouses and stores.
2. Direct and review work plan for assigned staff.
3. Implement appropriate safety guidelines and investigate injuries or unsafe conditions.
4. Maintain accurate records and files of inventory usage.
5. Meet with staff to identify and resolve problems.
6. Implement discipline and termination procedures.
7. Maintenance driver trip details and allowances with **HALERP software**.

Maxx Arabia Projects Solutions – Dammam, K.S.A

Designation: Key account controller (Senior Logistic Coordinator)

Duration: December 2015 to December 2018

Handle Abqaiq Aramco pipe line project / Maaden Turaif chemical plant Project.

1. Coordinating and monitoring supply chain operations.
2. Ensuring premises, assets and communications are used effectively.
3. Utilizing logistics IT to optimize shipping and transport procedures.
4. Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements.
5. Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
6. Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.

Abdullah A.M Al-Khodari Sons & Co – Dammam, K.S.A

Designation: Store superintendent (Jizan Region)

Duration July 2014 to November 2015

1. Maintain inventory by conducting monthly physical counts, reconciling variances inputting data.
2. Supervise Maintain all record through **ORACLE**, word & excel 2007.
3. Delivers supplies and equipment to departments by receiving and transferring items.
4. Check out demands for new materials physical and oracle.
5. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
6. Participate in budget development and exercise budgetary control over warehouse operations.

Ali`s Interiors & Furnitures – Karachi, Pakistan

Designation: In charge of Storekeeper

Duration March 2008 to June 2014

- 1 Maintain all record in store received, issue & transfer items.
- 2 Purchase all things before ending in store.
- 3 Sometime store department purchase few things emergency basis and provide.
- 4 Check out all machinery and send for repairing.
- 5 Making bill side wise usage things of store and send to account department.

Media Innovations Private Limited – Karachi, Pakistan

Designation: Head of Print Media Department

Duration: October 2004 to February 2008

- 1 Monitor 80 channel transmissions and add monitoring.
- 2 Analyzing add categories and air time.
- 3 One year quality control officer manages over all transmission brand, category.
- 4 Captions scanning lab problem related system operator.
- 5 Print media department monitoring the all-Pakistan newspaper & magazine working as a Assistant Manager Officer.

Naveena Exporter Pvt Ltd – Karachi, Pakistan

Designation: Assistant I.T

Duration: 01 year 07 months

Operate specially cotton weight software in windows base and maintain inventory cotton bank and work of deferent queries related of HR department

Institute of Computer technology – Karachi, Pakistan

Designation: Computer hardware technician

Duration: 01 year

- 1 Working as an assistant computer lab in charge.
- 2 Installation and configuration operating system, other application software.
- 3 Maintain physical network troubleshooting & solve hardware problem.
- 4 Solve students regarding problem Internet or MS office.

Computer Skills

- ✓ Microsoft Windows XP professional
- ✓ Microsoft Windows 2000 professional
- ✓ Microsoft Office 2003, XP

Professional Qualification

Institute of computer technology tariq road

- ❖ One-year diploma in information technology
- ❖ Diploma in Associate Engineering (Civil)

Academic qualification

Matriculation (T.S.C)

Govt. boys Agro technical school saudabad Karachi

Intermediate (H.S.C)

Govt. Degree Science college gulshan-e- iqbal Karachi

Bachelors of Arts (B.A)

University of Karachi

Personal Data:

Name:	Wajid
Father's:	Muhammad Siddiq
Date of Birth:	23 rd March 1982
Address:	B-11/392 Indus Mehran Society Malir Karachi
Nationality:	Pakistan
N.I.C #:	42000-04108037
Marital Status:	Married
Passport No:	AE6578031-2
Iqama:	Transferable
Driving license:	Saudi Arabia (Expire, 22-12-2027)
Domicile:	Sindh