



Abdullah Jan

Nowshera KPK, Pakistan

03129128564 | abdullahjan9311@gmail.com

Objective

Results driven and detail oriented professional with a solid background in supply chain management, material management, quality control and maintenance. Adept at optimizing processes ensuring compliance with industry standards and leading teams to achieve operational excellence.

Experience

- Top Plastic Products Factory, Top Group (UAE)** 04/04/2022 - 30/06/2024
Material Management Specialist
 - Supervise daily operations and accountability of materials stock, packaging material, chemicals, and inventory management section.
 - Improved inventory accuracy by improving cycle count procedure and random count audits.
 - Worked closely with purchasing team for material delivery and managing service level for material stocks in warehouse.
 - Monitored safety stock levels and established order policies to balance inventory availability with minimal investment.
 - Plan production requirements on weekly and monthly basis as per sales requirement.
 - Managed the coordination of inventory management including reporting, shipping, ordering, requesting, and receiving of all items.
 - Achieved a customer satisfaction through effective material management and timely delivery.
- Neop Plastic Company (KSA)** 03/01/2021 - 31/07/2021
Maintenance Team Lead
 - Managed maintenance operations for a flexible packaging manufacturing facility, overseeing equipment repair, preventive maintenance, and facility upkeep.
 - Developed and updated maintenance plans, schedules, and procedures to ensure optimal functionality and efficiency.
 - Led a team of 4 maintenance technicians, assigning tasks and ensuring timely completion of work orders.
 - Collaborated with the production department to minimize downtime.
 - Maintained accurate records, logs, and reports, measuring maintenance effectiveness with performance metrics.
 - Worked closely with the purchasing team for timely repair and procurement of spare parts, reducing downtime and increasing productivity.
- Strong Packages, Lahore Pakistan** 01/07/2019 - 31/01/2020
Quality Assurance Engineer
 - Inspected products and verified compliance with customer specifications.
 - Coordinated with suppliers and conducted product evaluations to ensure quality.
 - Conducted root cause analysis and implemented corrective and preventive actions.
 - Maintained quality records and documentation, ensuring accuracy, completeness, and traceability.
 - Contributed to continuous improvement efforts by identifying process inefficiencies and suggesting improvements.
- Top Plastic Products Factory, Top Group (UAE)** 19/12/2015 - 11/06/2019
Assistant Engineer-Supply Chain
 - Execute supply chain functions to move products from suppliers to warehouse & warehouse to customer.
 - Supply materials on time to meet production schedules and deadlines.
 - Follow up with vendor until the goods receive in warehouse.
 - Maintained accurate inventory records and monitored stock levels.
 - Processed purchase orders and sales orders accurately and efficiently.
 - Implemented best practices to enhance supply chain efficiency and reduce costs.
 - Worked closely with other departments, including procurement, production, and sales, to align supply chain activities with overall business objectives.
 - Establishing professional relationships with clients as well as vendors and suppliers.

- **Ghazi Barotha Hydropower Complex Attock Pakistan** 05/08/2014 - 04/09/2014
Internship
• Interned as an Electronics Engineer, grasped fundamental concepts of current transformers, potential transformers, generators, and motors.
• Acquired knowledge in switchyards, switchgears, various turbines, distributed control systems (DCS), programmable logic controllers (PLC), and supervisory control and data acquisition (SCADA).
- **The Premier Sugar Mills and Distillery Co.Ltd Mardan Pakistan** 02/07/2014 - 01/08/2014
Internship
• As an Electronics Engineer Intern, I gained a basic concept of AC motors, including Induction motors and Synchronous motors.
• I acquired knowledge about various instruments, watchdog timers, and the star and delta connections of motors.

Education

- **Preston University Islamabad** 2023
Postgraduate Diploma (PGD) in Supply Chain Management
- **Mohammad Ali Jinnah University Islamabad** 2015
BS Electronic Engineering

Skills

- ERP Proficiency
- MS Office
- Excellent Communication
- Strong Supervisory and Leadership
- Interpersonal Adeptness
- Critical Analytical Thinking
- Effective Problem Solving Abilities
- Precision in Documentation
- Team, Task and Time Management
- Strategic Planning and Reporting
- Complaints Resolution Expertise
- Efficient in Managing Multi Tasking
- Inventory Optimization
- Invoice Verifications
- Transportation Logistics Mastery
- Quality Management
- Project Leadership
- Quality Assurance Excellence

Certifications

- SAP Business one ERP from Hunarmand Kamyab Jawan Program (ehunar.org)
- MS Office from Sina Institute of Networks and Aesthetics, Islamabad
- Six Sigma Yellow Belt from 6Sigmastudy
- Six Sigma & Organization -Advance from University System of Georgia & offered through Coursera
- Industrial Automation Skill Development Council, Islamabad