



ABDULLAH JAN

PROFESSIONAL SUMMARY

Dedicated professional with a comprehensive background in supply chain management. Demonstrated success in optimizing end-to-end supply chain processes, fostering efficiency, and ensuring timely delivery. Proven expertise in logistics coordination, inventory optimization, and strategic supplier management. Proven expertise in inventory management, maintenance, and quality assurance. Adept at optimizing supply chain processes to enhance efficiency and meet organizational objectives.

CONTACT INFO



Abdullahjan9311@gmail.com



00971524543751



Sharjah, United Arab Emirates (UAE)

CERTIFICATION

SAP Business one ERP

Hunarmand Kamyab Jawan Program (ehunar.org)

Six Sigma Yellow Belt

6Sigmastudy

MS Office

Sina Institute of Networks and Aesthetics, Islamabad

Industrial Automation

Skill Development Council, Islamabad

Six Sigma & Organization - Advance

University System of Georgia & offered through Coursera

EDUCATION

Postgraduate Diploma (PGD) Supply Chain Management | 2023
Preston University Islamabad

BS Electronic Engineering. | 2015
Mohammad Ali Jinnah University Islamabad

EXPERIENCE

Material Controller. | April 2022 – Till Now

Top Plastic Products Factory, Top Group (UAE)

- Manage inventory levels and stock control to ensure the availability of materials for production.
- Coordinate with suppliers to ensure timely and accurate delivery of materials.
- Utilize Focus 9 ERP software to monitor and control inventory levels, ensuring stock availability and minimizing stockouts.
- Collaborate with sales and purchasing teams to forecast stock needs and optimize stock levels accordingly.
- Perform regular quality inspections to ensure products meet specifications.

Maintenance Team Lead. | Jan 2021 – July 2021

Neop Plastic Company (KSA)

- 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.

SKILLS

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

LANGUAGES

- English
- Urdu
- Pashto
- Arabic

Quality Assurance Engineer. | July 2019 – Jan 2020

Strong Packages Lahore Pakistan

- 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.

Assistant Engineer – Supply Chain.

| Dec 2015 – June 2019

Top Plastic Products Factory, Top Group (UAE)

- Maintained accurate inventory records and monitored stock levels.
- Coordinated with suppliers and internal teams to ensure sufficient stock availability. Implemented strategies for optimizing inventory turnover and minimizing carrying costs.
- 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.

Electronics Engineer Intern. | Aug 2014 – Sep 2014

Ghazi Barotha Hydropower Complex

- 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).

Electronics Engineer Intern. | July 2014 – Aug 2014

The Premier Sugar Mills and Distillery Co. Ltd

- 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.