

MUHAMMAD AFNAN KHATTAK



Peshawar, Pakistan



engrafnankhattak@gmail.com



+92 336 9009009

SKILLS

- New process development & implementation
- Leadership experience, technical and analytical skill
- Execute tasks in high pressure environment
- Experience in implementing and maintaining quality standards
- Ability to identify and solve complex problems efficiently
- Effective communication with team members, suppliers, and stakeholders
- Understanding of risk factors in procurement and logistics
- Effective decision making abilities
- Efficient time management skills to handle multiple tasks and deadlines
- Proficiency in logistics and supply chain processes
- Experience in optimizing transportation, warehousing, and distribution
- Ability to negotiate favorable terms with suppliers and vendors
- Experience in cost negotiation and contract management
- Cost-conscious decision-making

EDUCATION

MASTER'S IN ENGINEERING MANAGEMENT (GOLD MEDALIST)

Abasyn University

2020 - 2022

BACHELOR'S IN CHEMICAL ENGINEERING

University of Engineering &
Technology Peshawar

2011 - 2015

PROFILE

Versatile professional with a solid background as an Operation Support Engineer, transitioning seamlessly to a Quality Control Engineer. Currently excelling as a Procurement and Logistics Officer in the Administration Department. Bringing a combined experience of technical optimization, quality control, and efficient procurement and logistics management. Adept at cross-functional collaboration, project management, and ensuring seamless coordination in logistics operations. Proven track record of enhancing overall operational efficiency with strategic procurement practices and a dedicated focus on logistical excellence.

EXPERIENCES

Rahnuma Family Planning Association of Pakistan (NGO) **Administration- Procurement & Logistics Officer**

May 2023 - Till Date

- Providing regular reports to management on logistics and procurement activities.
- Overseeing the logistics for fixed assets, medicines, and contraceptives.
- Ensuring timely delivering the goods to the regions.
- Resolving warehouse management concerns.
- Ensuring efficient storage, distribution, and tracking of these items.
- Implementing best practices for inventory management.
- Maintaining organized records related to logistics, procurement, and transfers.
- Collaborating with internal departments to understand their logistics and procurement needs.
- Assisting in the procurement process by contributing to the preparation of tenders and bid documents.
- Creating comparative statements for vendor evaluation, ensuring transparency in the selection process.
- Utilizing ERP software for seamless tracking and transfer of fixed assets.

Azalea Cares (Company of Household Products) **Procurement & Logistics Officer**

January 2022 - March 2023

- Purchasing raw material at most competitive prices.
- Resolving warehouse management concerns.
- Ensuring timely delivering the finished products to the customers.
- Ensuring order tracking and management.
- Maintaining inventory of equipment and material.
- Driving better client satisfaction.

MUHAMMAD AFNAN

KHATTAK

CERTIFICATES

Graphic Designing

Video Editing

Animation & After Effect

Freelancing

Web Designing

SOFTWARES

Microsoft Office ●●●○○

Adobe Illustrator ●●●●○

Adobe Photoshop ●●●●○

Adobe Premier Pro ●●●○○

Adobe After Effect ●●●○○

Autocad ●●●○○

Camtasia ●●●●○

Canva ●●●○○

LANGUAGES

Urdu Native language

English Speaking, Writing

Pashto Speaking, Reading

REFERENCE

Reference will be furnished on demand.

MEMBERSHIP

Pakistan Engineering Council (Registered Engineer)

License No: Chem/18596

CERTIFICATION & TRAINING

Warehouse Management In Logistics & Supply Chain Management

Udemy Certified