

ZAHOOR AHMAD

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CAREERS OBJECTIVE

Seeking an entry-level position to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum. Seeking a challenging career with an MNC.

EDUCATION

DIPLOMA IN COMMERCE: (Accounts & IT)-Govt College of Commerce Peshawar KPK (2002)

DIPLOMA IN IT: (Govt College of Management Sciences Peshawar 2008)

MATRICULATION: (Govt High School Urmar Miana Peshawar (2000)

WORK EXPERIENCE

Fauji Akbar Portia Marine Terminals, Karachi Pakistan



Aug 2017 to till Date

As a Cargo Dispatch Supervisor

- ✦ To handle cargo operations (Import/Export) including bagging, weighing, dispatching, warehousing, stacking and safety of cargo on terminal and manage a team of 30+ members.
 - ✦ To ensure smooth handling of cargo and traffic management on terminal through coordination with control room, marshalling yard, security staff and weigh bridges.
 - ✦ To coordinate with all consignee, clearing agents, transporters and labor contractor.
 - ✦ To ensure regular calibration of weigh bridges and test loads.
 - ✦ To provide training of VTMS and handheld scanners to cargo staff.
 - ✦ To plan for future vessels and cargo warehousing.
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Al Jabri Brothers Company for Logistics, Dammam KSA

2015 to 2017

As a Logistics & Transport Supervisor

- ✦ Organize & manage transport for containers and cargo.
- ✦ Control & manage lifting equipment and operatives.
- ✦ Plan the laydown yard.
- ✦ Update driver schedules internal & external.
- ✦ Control container stock inventory.
- ✦ Write and deliver report & statistics.
- ✦ Ensure safety for heavy loads.

Manea Contracting Est, Riyadh KSA
As a **General Foreman**

2011 to 2015

- ✦ Assignment of activities to workers (Tradesman, Charge hand and Labors) who have the required skills to accomplish the job within tolerances.
- ✦ Coordination with engineers, safety department etc.
- ✦ Organizing required materials, tools & equipment's to workplace.
- ✦ To examine work and monitor work progress, materials and construction site to ensure safety and make sure the specifications are matching with real work to issue invoices.
- ✦ Planning of daily activities according to engineer, project engineer and availabilities of resources.
- ✦ Collecting all information's and explain these to subordinates.
- ✦ Assigning and motivating manpower to achieve goals efficiently.

Manea Contracting Est, Riyadh KSA
As a **Storekeeper**

2009 to 2011

- ✦ Receive materials from supplier.
- ✦ Arranging materials in proper manner.
- ✦ Preservation of the materials and keep materials in store on safe custody.
- ✦ Issuing materials as per requisition of the production.
- ✦ Issuing purchasing requisition to the purchasing department for the fresh purchase of materials.
- ✦ Record the receipt and issue of material in the bin card regularity.
- ✦ Coordinate and supervise the duty of the staff and manage entire department.

SKILLS

- ✦ Microsoft Office
- ✦ Communication Skills
- ✦ Problem-solving
- ✦ Written and verbal communication
- ✦ Positivity

CERTIFICATIONS

- ✦ Digital Marketing
- ✦ Freelancing

PERSONAL DETAILS

- ✦ Name: Zahoor Ahmad
- ✦ Date of Birth: 10th April 1984
- ✦ Gender: Male
- ✦ Marital Status: Married
- ✦ Nationality: Pakistani
- ✦ Languages: English, Arabic, Urdu, Hindi