



Malik Mohsin Tariq

Logistics Executive



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Green Town, Karachi, Pakistan

Summary

To gain practical experience and on understanding of the functioning of a large multination or national organization and build a long term career.

Skills

Adminstration Knowledge | Communication Developement | Inventory Control | Logistics Management | Official

Assignments

Experience

Apr 2020 - Present

Logistics Executive

Forrun Courier, Karachi, Pakistan

- Provide relevant data and analysis to the operations team throughout the supply chain
- Responsible for the preparation of appropriate and accurate logistics reports for upper management
- Monitor deliveries and ensure customer satisfaction
- Responsible for maintaining accurate logs of all transportation and goods.
- Inventory record keeping and dispatching of inventory of food panda all over the Pakistan

Jan 2020 - Mar 2020

Manager Operations

Roadioapp, Karachi, Pakistan

- Organise transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary
- Coordinate and track movement of goods through logistic pathways
- Execute logistics plan to move products and packages to reach destinations on schedule
- Review freight rates and other transportation costs to keep working costs low
- Maintains quality throughout the logistic processes

Mar 2019 - Dec 2019

Store In charge

Mediplas Innovations (Pvt.) Ltd., Karachi, Pakistan

- Deliver excellent service to ensure high levels of customer satisfaction.
- Create business strategies to attract new customers, expand store traffic, and enhance profitability.
- Respond to customer complaints and concerns in a professional manner.
- Undertake store administration duties such as managing store budgets and updating financial records.
- Monitor inventory levels and order new items.

Jan 2018 - Feb 2019

Fleet Officer

Perfect Transport Network, Karachi, Pakistan

- Maintain departmental compliance with company policies and procedures.
- Ensure departmental adherence to applicable laws and regulations.
- Recordkeeping.
- Manage other employees.
- Schedule, route, maintain, and track transport vehicles.
- Negotiate with suppliers.
- Resolve disputes.
- Analyze the effectiveness of operations.
- Implement and enforce transportation scheduling and policy changes.

Nov 2017 - Dec 2017

Internship In Procurement

Sui Southern Gas Company Limited - SSGC, Karachi, Pakistan

- Assist Procurement Officer and his Assistants in raising quotations, quotation analysis, preparing the tender and procurement documents.
- Participate in opening of tenders, quotations and evaluation
- Implementation of approved procurement plans.
- Draft framework agreements for suppliers.
- Updating procurement status report.
- Issuing and receiving of stock
- Preparation and maintenance of stores records.
- Stock taking, inventory and reconciliation.

Feb 2016 - Nov 2017

Quality Incharge

Optimus Now Technology, Karachi, Pakistan

Education

2019

Iqra University

Masters in Business Administration

Supply Chain and Logistics Management

2015

University of Karachi

Bachelors in Commerce

Commerce

2011

PECHS Govt College

Intermediate/A-Level

Engineering Management

2008

CAA Model School Karachi Airport

Matriculation/O-Level

Computer