**Muhammad Usman Amjad**

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**PROFILE**

A supply chain and finance professional who is currently working as a Manager Supply Chain/Logistics and Distribution in ZAFA Pharmaceuticals Pvt Ltd. He has previously worked at Maersk Line Pakistan in the Finance department and worked at Maple Leaf Cement Factory in Supply Chain department. Studied towards a MBA in Economics and Finance at Karachi University and a Diploma in Supply Chain Management from Pakistan Institute of Management. He is also a certified supply chain analyst by ISCEA – USA.

**WORK EXPERIENCE**

**June 2015 Manager Logistics and Distributions ­– ZAFA Pharmaceuticals Laboratories Pvt Ltd.**

As a manager my responsibilities are to ensure the right products are delivered to the right location on time and at a good cost. Involved in transportation, stock control, warehousing and monitoring the flow of goods. Satisfying and fulfilling customers’ needs are our key objective and addressing their queries as well. Strong coordination with Import team and Procurement team for on time delivery of raw material. Develop procedures for coordination of supply chain management with other functional areas, such as sales, marketing, finance, production, or quality assurance. Monitors team’s performances and provide feedback for improvement. Directly reporting to Managing Director.

* Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service
* Ensuring stores have enough stock.
* Making sure suppliers have enough stock to meet demand.
* Overseeing the ordering and packaging process
* Monitoring stock levels
* Strong co-ordination with procurement team and with the warehouse team.
* Manage stock levels, delivery times and transport costs
* Liaise and negotiate with customers and suppliers
* Develop business by gaining new contracts, analysing logistical problems and producing new solutions
* Plan and schedule deliveries to meet customer’s needs.
* Develop cost reduction initiatives while maintaining productivity and quality.

**2014 – May 2015 Assistant Manager Supply Chain and Logistics – Maple Leaf Cement Factory.**

As an Assistant Manager looking after the operations of Karachi region and responsible for all on site aspects of the logistics, supply chain, and customer delivery operations. In charge of making sure that each stage of the distribution process is progressing on time, on budget and to the right quality standards. Always operating to the highest productivity and competitive standards. Ability to meet deadlines. Strategic thinker and practical executor. Can communicate with people at all levels. Tactful and diplomatic when dealing with tense situations. Bringing fresh ideas into a business. Reporting directly to Head of Supply Chain/ Operations.

* Key responsibilities includes directing and managing all logistic staff and subordinates
* Ensuring that all appropriate documentation is kept on file and available for inspection at all times
* Monitoring the cost and quality of both the movement and storage of stock and goods
* Tracking deliveries and making sure the right stuff gets to the right place
* Negotiating costs with suppliers, couriers and other third parties
* Ability to establish a rapport with people from all social backgrounds
* Using the latest tracking software to document, track and locate stock being delivered
* Arranging for the purchase and supply of specialist equipment
* Participating in the recruitment and selection of staff
* Carrying out audit at warehouse with the internal auditors

**2011 – 2014 Export/Import Invoicing Specialist – Maersk Pakistan Pvt. Ltd.**

Executive Finance in the Working Capital functions of the Finance Department of Maersk Pakistan Pvt. Ltd, agents of A.P. Moller Maersk Group A/S of Denmark. Reporting directly to the Head of Working Capital.

* Key responsibilities include performance reports, account statements, proactive recovery follow-up, periodic reconciliations with customers on their balances, managing relevant corrections and cross company transfers, instructing counter and cashier desks for document release, providing feedback to stakeholders on outstanding/overdue and payment trends of customers, innovating and delivering new ideas to improve DSO/Overdue and ensuring sound internal control practices are followed as established by Global SOPs.
* A major aspect of this job role is business partnering with Sales, Customer Services and Operations and establishing good work relationships with internal and external customers to reach common goals.
* As a core functionary of the front office, I serve as the face of the organisation, ensuring impeccable customer experience and smooth operations with regards to invoicing and collection
* Organisation focal for CXED, an Oracle based system serving as the backbone for all detention invoicing and container tracking
* Active part of various Maersk Line Process Excellence Project teams contributing to the continuous improvement and development of business processes and systems.
* Invoicing specialist in SAP R/3, having advanced level skills in the Order to Cash and Collections system.
* Awarded Finance Employee of the Month for June 2012 and December 2013 for my immaculate follow up on collections, invoicing and customer experience.

**ACADEMIC QUALIFICATIONS**

2014 – 2014 **Cert. Supply Chain Analyst** ISCEA – USA

2014 – 2014 **Diploma in Supply Chain Management** Pakistan Institute of Management

2009 – 2010    **MBA Economics and Finance** University of Karachi

Major subjects include**:**

•   Security Analysis    • Consumer Behavior

    •   Treasury and Fund Management    • Project Management

    •    Brand Management    • Corporate Finance

•    Financial analysis and control systems

2005 – 2008   **BBA (HONORS)** University of Karachi

**Final Year Project:** Analysis of Public Transport availability in Karachi

**Marketing Project:** Principles of marketing team project involving marketing drinks and ice cream.

Report on National Foods describing the company’s profile

**Treasury Project:** SWIFT code in Pakistan banking system

**TRAININGS**2011 – 2012 **Maersk Line Pakistan Pvt Ltd**

* SAP R/3, Oracles

**Professional Courses**

**Certified Supply Chain Analyst - CSCA**

**Certified Associate in Project Management** - **CAPM**

**Supply Chain Management** Diploma from PIM **(Pakistan Institute of Management)**

**EXTRA CURRICULARS**

* Cricket
* Squash
* Table Tennis
* Photography

**REFERENCES** available upon request