


MOHAMMAD KHALID PARVEZ

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 Iqama Number: 2549402697

Professional Summary

Experienced logistics and finance professional with over 15 years of expertise in logistics coordination, accounting, reconciliation, and process management. Proven track record of working with multinational clients and ensuring compliance, timely deliveries, and efficient warehouse operations. Skilled in SAP, Tally, and MS Office Suite.

Professional Experience

Senior Logistic & Warehouse Coordinator

Estedama Environmental Solution, Dammam

July 2023 – Present

- Managed logistics for clients like Aramco, Halliburton, Schlumberger, and local firms.
- Coordinated dispatch of vacuum tankers, flatbeds, and combi vehicles to client sites.
- Prepared Naqal Bayan, safety documentation, MVPI, TUV, and driver trip sheets.
- Trained new team members and maintained government portal records.
- Managed inventory using SAP and supervised physical inventory tasks.

Senior Logistic Coordinator

ITK Traders

Dec 2017 – June 2023

- Planned delivery routes and managed stock distribution.
- Oversaw vehicle maintenance and logistics reporting.
- Tracked dispatches to client destinations and maintained delivery accuracy.

Logistic Coordinator

KK Enterprises

Dec 2013 – June 2017

- Scheduled deliveries, allocated vehicles, and monitored maintenance.
- Maintained stock levels and coordinated with clients to meet demand.

Accountant

Greenprint Printing and Impression Pvt. Ltd.

Dec 2010 – Nov 2013

- Maintained general ledger and account reconciliations.
- Prepared financial reports and supported audits.

Senior Process Executive

Intelenet Global Services

Sept 2008 – Nov 2010

- Conducted monthly bank reconciliations.
- Resolved aged open items and coordinated with internal departments.

Process Associate (Accounts Payable)

GENPACT (GE Capital)

Sept 2007 – Aug 2008

- Recorded AP entries, validated approvals, and monitored account movements.
- Identified unusual accounting trends and proposed corrections.

Accounting Process Developer

Bharti Teletech

Sept 2006 – Aug 2007

- Supported credit control, payables, receivables, and bank reconciliations.

Assistant Accountant

Asif Jafri & Company

Aug 2004 – Aug 2006

- Filed income tax returns and handled client taxation and banking records.

Education

- **MBA**, Jamia Millia Islamia – 2008
- **M.Com**, University of Allahabad – 2006
- **B.Com**, University of Allahabad – 2002

Achievements

- Top Performer (2010–2012)
- Received multiple customer commendations for excellent service

Skills

- Logistics & Route Planning
- Inventory Control & SAP
- Accounts Payable / Receivable
- Financial Reporting & Reconciliation
- MS Word, Excel, Outlook
- Tally ERP, Government Portals

Languages

- English (Fluent)
- Urdu (Fluent)

Personal Details

- **Date of Birth:** 2nd September 1982
- **Marital Status:** Married
- **Father's Name:** Mr. Parvez Ahmad

