

JAMAL KHAN LODHI

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Nationality: Pakistani | **Date of Birth:** 10th April 1989

PROFESSIONAL SUMMARY

Results-driven logistics and e-commerce operations professional with 11+ years of experience in supply chain management, vendor coordination, and procurement processes. Adept at handling client communications, optimizing inventory management, and streamlining operations for efficiency and cost-effectiveness. Seeking to leverage expertise in logistics to contribute effectively to a dynamic organization.

PROFESSIONAL EXPERIENCE

Aramex Logistics Company, Saudi Arabia

Logistics Operation Communicator | June 2011 – June 2022

- Managed client communications and generated reports (daily, weekly, and monthly) to track logistics performance.
- Created and maintained vendor master data, info-records, and source lists for qualified suppliers.
- Executed Material Requirements Planning (MRP) and downloaded purchase requisitions for review.
- Processed purchase orders, obtained necessary approvals, and liaised with vendors for timely order fulfillment.
- Conducted weekly supplier meetings to review open purchase orders and discuss pending deliveries.
- Forecasted raw material needs for six months and coordinated with vendors to plan production schedules.
- Monitored in-transit shipments and maintained real-time planning trackers for inventory management.
- Collaborated with buyers and logistics teams to facilitate customs clearance for imported materials.
- Evaluated vendor delivery performance monthly, addressed discrepancies, and implemented corrective actions.

Inventory Controller & Warehouse Coordinator | July 2022 – Present

- Managed warehouse inventory, ensuring optimal stock levels and minimizing discrepancies through regular audits.
 - Implemented inventory control measures to reduce loss, improve tracking, and enhance warehouse efficiency.
 - Supervised inbound and outbound shipments, verifying documentation and ensuring timely dispatch.
 - Coordinated with logistics teams and suppliers to streamline warehouse operations and improve order fulfillment.
 - Maintained accurate inventory records using ERP systems, improving stock visibility and reducing errors.
 - Conducted cycle counts and stock reconciliations to ensure inventory accuracy and compliance with company policies.
 - Led warehouse staff in organizing, storing, and retrieving materials efficiently, optimizing space utilization.
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EDUCATION

Bachelor of Commerce (B.Com)
Dadabhoy Institute of Higher Education | **2012**

KEY SKILLS

- ✓ Supply Chain & Logistics Operations
- ✓ Vendor & Supplier Coordination
- ✓ Procurement & Inventory Management
- ✓ Process Optimization & Cost Reduction
- ✓ Scheduling & Dispatch Planning
- ✓ Microsoft Excel (Pivot Tables, VLOOKUP, Conditional Formatting)
- ✓ Primavera P6 (WBS, CPA, Scheduling & Forecasting)
- ✓ Data Analysis & Reporting
- ✓ Strong Communication & Negotiation Skills

TECHNICAL PROFICIENCIES

- **Microsoft Excel:** Advanced functions including VLOOKUP, SUMIF, Pivot Tables, and Conditional Formatting.
 - **Primavera P6:** Work Breakdown Structure (WBS), Critical Path Analysis (CPA), Scheduling & Forecasting.
 - **ERP & MRP Systems:** Hands-on experience with procurement and logistics software.
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CERTIFICATIONS & TRAINING

- Supply Chain Management & Logistics (if applicable)
 - Advanced Excel for Business Analytics (if applicable)
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LANGUAGES

- **English:** Proficient
 - **Urdu:** Native
 - **Arabic:** Basic
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AVAILABILITY

Open to relocation and immediate joining for suitable opportunities.