

## **JAMAL KHAN LODHI**

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

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### **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.

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### **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**

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## **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

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## 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.