

# Muhammad Junaid Hashim

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To grow my career in Supply Chain (Logistics/ Warehouse/ 3PL / Inventory Management) and Business Development to deliver to the best of my capabilities, utilizing relevant previous experience.

## **Summary**

Having a total work history of 18 years in the premier firms, I have extensive experience in working as a Supply Chain Professional to middle level management, currently, taking care of the operations in a lubricant storage & logistics environment.

I am managing a team of 40 skilled workers from diverse backgrounds and managing an inventory of 1600+ SKUs. Prior to serving as a Logistics Professional, worked in Sales & Marketing, Admin & HR and Production. I have worked as an admin focal point for a production plant on a wide variety of assignments and support for admin & HR between a team of 120 employees and the Corporate Head Office. With my ability to multitask, I can effectively analyze and prioritize important tasks and perform under pressure to achieve optimal results in time. With full realization of the importance of my work, I have kept an excellent track record of being punctual and can over-stretch to achieve the organizational objectives.

Strongly passionate about working in virtuous work environments where Integrity, Passion, Respect, Forward Thinking, Efficiency and Commitment to Excellence are the order of the day.

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## **Detailed Work Experience**

**Petrolube Oil Co. – Eastern Region Warehouse  
Warehouse Manager**

**Jun 2023 – Till Date**

My key responsibilities are: -

- Maintaining/improving a margin of 0.025% for inventory variance.
- Strategically managing warehouse in compliance with company's policies and vision.
- Oversee receiving, warehousing, distribution, and maintenance operations.
- Setup layout and ensure efficient space utilization.
- Negotiate with potential contractors for transportation, 3PL and 4PL services, and recommend acquiring their services if cost efficiency improves for the operations.
- To participate and provide recommendations in preparing the annual budget.
- Managing stock control and reconciling with data storage system.
- Controlling inventory levels by conducting physical counts; reconciling with data storage system.
- Receiving feedback and monitoring the quality of services provided to internal and external customers.
- Maintaining warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Achieve financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Maintaining physical condition of warehouse by planning and implementing new design layouts.
- Ensuring the products moved as inter-warehouses transfers, must be tracked, and entered in ERP upon physical receiving.

**Petrolube Oil Co. – Western Region Warehouse  
Warehouse & Logistics Supervisor**

**May 2018 – May 2023**

Supervising a team of 40 skilled and semi-skilled people and stock of 11,000+ SKUs. My key responsibilities were: -

- Setup layout and ensure efficient space utilization.
- Initiate, coordinate, and enforce optimal operational policies and procedures with the help of HSE and QA.
- Safeguarding warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Participate in preparing the annual budget.
- Managing stock control and reconciling with data storage system.
- Controlling inventory levels by conducting physical counts; reconciling with data storage system.
- Receive feedback and monitor the quality of services provided.
- Maintaining warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintaining the physical condition of warehouse by planning and implementing new design layouts
- Responsible for planning and arranging stocks for VMI customers Kingdom-wide at 3 different sites from 6 WHs.
- Managing Purchase Requisitions Kingdom-wide from booking in ERP till the delivery of Operational and Capital assets by coordination with Procurement Department.
- Managing the 2PL and 3PL operations by leading and educating the staff, while keeping a close monitoring of stock movements and cost efficiency.

**Petromin Corporation - Jeddah Warehouse  
Inventory Controller & Storekeeper**

**Feb 2011 – April 2018**

- Adhere to all warehousing, handling and shipping requirements.
- Maintaining standards of health and safety, hygiene, and security.
- Liaise with related departments within organization and outside suppliers.
- Maintain warehouse staff by orientation, coaching and by planned quarterly or monthly trainings.
- Produce reports and statistics (IN/OUT status report, dead stock report, damaged items rework).
- Implement WH operational requirements by scheduling and assigning employees, following up on work results.
- Monitoring the stock level of consumable stock and making purchase requisitions for maintaining it.
- Contributing to team effort by accomplishing related results as needed.
- Maintaining warehouse staff by orienting and training the employees.
- Designed the work area to attain optimum results from daily operation with reduced overtime. In 2014, the reduction in Staff Overtime was 16% against an increase in 20% more output (Volume Shipped).
- Established and implemented Safety Awareness Program among the Company and 3rd Party Drivers.

**Petromin Corporation – Jeddah Plant  
Production Scheduler & Admin Support**

**Jan 2010 – Jan 2011**

- Worked in Petromin Corporation, as a **Production Scheduler and Admin Support** at Jeddah Plant. Involved in planning (occasionally) and scheduling the filling/blending batches of Lube Oil and Grease on a weekly basis, monitoring the production of these batches to achieve the production targets, and reporting to the Plant Manager. Responsibilities also included coordinating with the concerned departments for the availability of packages and other raw materials.
- Handled HR and Admin issues.
- Managed raw materials stocks at production floor smooth and timely supply and consumption.
- Compiled data and prepared presentations for Team Meetings.

**Dawlance (Pvt.) Ltd. – Karachi Sales Office  
Senior Sales & Marketing Officer**

**July 2008 – August 2009**

- Worked in Dawlance (United Refrigeration Industries Ltd.) for 1 year as a **Senior Sales & Marketing Officer**, responsible for market analysis, business development, preparing sales targets for the dealers, achieving those

- targets, making suggestions for improving productivity and changing the policies as per market dynamics.
- Explored further business opportunities from the current customer base.
- Maximized profit from existing customers.
- Explore the market for more customers & maintain a healthy sale pipeline.
- Built relations with customers for smooth execution of orders & recovery of payments.
- Provided business support to Regional Manager & Sales Force.
- Bridged the gap between the customers and the company supply points to ensure smooth supplies.
- Followed up building stronger relationship with the existing clients and prospecting new customers.

**Dawlance (Pvt.) Ltd. – Karachi Sales Office**  
**Sales & Marketing Officer**

**Feb 2006 – June 2008**

- Worked in Dawlance (United Refrigeration Industries Ltd.) for 2 years as a **Sales & Marketing Officer**, involved in sales, marketing, and customer relationship building.
- Responsible for coordination between the dealer and Warehouse and Logistics for timely delivery of stocks. On achievement basis, ranked 2nd in overall Karachi City.

**Accomplishments**

In the Logistics Department of Petromin, normal inventory variances used to happen from 0.010% to 0.020%. Since I took charge, these variances went down to 0.00% to 0.005%.

Reduced the company's bad cost by reworking the damaged items (which were used to be write-off cases). In 206, the damaged volume dropped from 1,500 BBLs to 550 BBLs (considering the continual incomings).

As a Kaizen, championed a project to earn money from waste.

Studied and measured the loss caused by defective bottles and reduced the loss from 600 BBLs to 70 BBLs (approx. 12%) Initiated and implemented the Standard Operational Procedures for Warehousing & Logistics Department.

Initiated proper damaged rework with help from Technical Services, QA, and Production Department. Teamed up with QA Manager to conclude the SOPs and Quality Manual and Work Instructions for the Logistics Department.

**Special Assignments**

**Inventory Management**

After taking over Nissan and auto-parts business, the corporation assigned to streamline inventory of 12,000SKUs (automotive parts) in collaboration with Finance Team.

**Audit of Customers/Suppliers**

Assigned to submit reports after visiting customers and 3rd party warehouses.

Assigned for audit of raw material suppliers occasionally to ensure that the vendors' QMS meets business requirements and standards.

**ERP Implementing – Coordinator from Sales and Logistics Departments**

Assigned and appointed from the Department Management for representing and participating in the ERP Implementation - Oracle 11i (Sales Module) in Dawlance (Pvt.) Limited, Pakistan and from Oracle 10g to Oracle R12, then R12 to Oracle Fusion in SC/Logistics Petromin Corporation, KSA.

**Telemarketing and Sales**

Associated with a tele-sales team in a call center for 6 months.

**Education and Qualifications:**

<b>Masters in Business Administration</b>	Hamdard University, Pakistan	2006
<b>Bachelors in Business Administration</b>	Hamdard University, Pakistan	2005
<b>Higher School Certificate (Computer Sciences)</b>	Pakistan International School Jeddah, KSA.	2001

### **Honors and Activities:**

- Organized seminars and events under different societies in HIMS.
- Captained Hamdard University Football Team.
- Represented Karachi Central Dist. Football team.
- Represented Saudi Arabian U-17 National Cricket Team for Asia Cup 2000.
- Coordinator for Sports activities in the Management Sciences Department of Hamdard University.
- Member of Petromin Corporation Football Team (Occasional)
- Volunteered for the Polio Vaccination Team for my School and College (PISJ-Azizyah).
- Attended a preparatory course of “APICS **CSCP Certified Supply Chain Professional**, to develop my knowledge, organized by “LEORON Professional Development Institute”.
- Attended a preparatory course of “**Advanced Supply Chain Management Essentials**”, under “LEORON Professional Development Institute”.

### **Technical Qualifications & Skills:**

- Part of the ERP Implementation Team (from Sales Dept.) for Oracle 11i in Dawlance (Pvt.) Limited, Pakistan
  - Part of Implementation & Testing Team (from Logistics) for transition from Oracle R12 to Oracle Fusion.
  - Proficiency in MS Excel, MS Word, MS Power Point.
  - Preparing and reporting KPIs score with Management.
  - Possess very good analytical, writing, communication, and presentation skills.
  - Ability to perform multitasking.
  - Quick learning.
  - Easily adapting to new environments and culture.
  - **Languages:** English, Urdu, Arabic (Professional Level - All written and spoken)
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