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| **MUHAMMAD Imran**  **Location:** A244 Block 4 Gulistan-e-Johar, Karachi -75290  **Contact:** +92-333-3113266 **|| Email:** imran\_wahab1@hotmail.com  **Personal Details:**  Dec 12, 1978 • Male • Married • Pakistani • 42201-3137582-9 |  |

**Senior Administrative & Logistics Manager**

Accomplished and results-driven professional with over 18 years’ experience in business administration, logistics, security, client relations, and project management. In-depth knowledge of business and procurement operations, standard management policies, methods, procedures, logistic readiness, as well as transportation and distribution principles. Skilled at managing incoming and outgoing materials, while maintaining and updating multiple high-volume data resources in both paper and electronic forms. Excellent communicator, function within a challenging environment with constantly changing priorities, completing configuration, and projecting all the tasks and requirements; produce activity reports to ensure continuous improvement and success. Proven ability to interact professionally with all levels of staff and maintain highest level of confidentiality through strong communication and interpersonal skills.

**Expert In:** Project Management | Continuous Process Improvement | Procurement & Warehouse Operations Management | Team Training & Leadership | Security & Protocol Management | Housekeeping & Travel Management | Stock & Inventory Control | Repair & Maintenance Management | Contracts Negotiation | Vehicle Fleet Management | Relationship Building | Occupational Health & Safety Management | Cost Control & Reduction

**Professional Experience**

**Pharmevo Private Limited, Karachi** Mar 2013 to Present

**Manager Administration**

* Render keen eye for details to oversee various government department & agencies, formulate budgets, and deliver training to wardens for emergency preparedness & evacuation in a timely manner.
* Function in close collaboration with senior management to design business continuity and disaster management plans, manage security & protocol, vehicles fleet, and fire & evacuation drills.
* Efficiently supervise office environment, recruitment, training, and development of the staff, and ensured optimal utilization of the company’s human capital and material resources.
* Achieve desired results by organizing workshops, trainings, and meetings in hotels and in-house.
* Play a key role in conducting external and internal audits to manage risk effectively in a timely manner.

**Church World Service - P/A, Karachi** Jan to Oct 2019

**Manager Security & Logistics**

* Oversaw all aspects of procurements including clarifying requirements, identifying and communicating with suppliers, analyzing submitted quotations, and formulating comparative statements and purchase orders.
* Functioned in close collaboration with various government department, law enforcement agencies, and police to analyze protocol and security.
* Integral role for leading ISO internal and external audits, maintaining office files record and quality record list, and delivering security alerts and updates to staff.
* Identified need for skills improvement and conducted training sessions for staff that improved efficiency.
* Delivered logistics support plan and carrier services, as well as supervised quoting and routing of daily loads in the most cost efficient way.
* Enforced control over complaint handling process and ensured swift resolution of logistics and security issues.

**Additional Experience**

**Administration Manager • Continental Distribution •** Jan2001to Jun 2008

**Academic Credentials**

**Master of Business Administration, HRM**

Karachi University Business School, University of Karachi **|** In Process

**Master of Arts, Public Relations & Mass Communication**

University of Karachi **|** 2008

**Bachelor of Commerce**

University of Karachi**|** 2004

**Professional Courses**

Certification in MS-Office Automation

Certification in Effective Purchase Management from PIMS (Pakistan Institute of Management Sciences)

Certification in Materials Handling & Warehousing from PIMS (Pakistan Institute of Management Sciences)

Trainings on Office, Vehicle and Staff Security

Smart Office Management Course by Octara

**Professional Affiliations**

Member of American Society for Administrative Professionals

Member of International Association of Administrative Professionals