



Muhammad Amir

Operations & Compliance Officer



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Why *Amir*?

- Results-driven operations and audit expert with over five years of experience across diverse organizations including Engro Fertilizer, Open Port, and Alliance sugar industry and Java.
- Proven expertise in operations reporting, with a strong background in logistics, warehouse management, costing, budgeting, and project prioritization.
- Well-regarded for effectively integrating comprehensive project plans that address loading, offloading, and in-transit operational challenges.
- Proficient in conducting risk assessments to uphold workplace safety, ensuring strict compliance with HSE (Health, Safety & Environment) policies.

CURRENT EXPERIENCE

Java Tracking Company Lahore, Tracking Department, Pakistan

Operations/Compliance Officer

August 2025 - Date

Responsibilities:

- Ensure prompt and accurate responses to all queries received via email and other communication platforms from clients and internal teams.
- Timely identification and recording of PDAs (WH to WH / Dealer to WH) to maintain operational accuracy.
- Maintain 100% compliance with established Standard Operating Procedures (SOPs).
- Conduct daily follow-ups with clients to ensure timely resolution of all issues.
- Coordinate and assist cross-functional teams in closing, verifying, and tracking pending trips.
- Maintain accurate records of tracker installations, stoppages, route deviations, unverified check-posts, and verification requirements for vehicles operating in special territories.

PRIOR EXPERIENCE

Open Port Karachi, Logistics Department, Pakistan

Operations/Compliance Officer

August 2024 – August 2025

Responsibilities/Accomplishments:

- Developed and implemented daily, weekly, and monthly reports, ensuring timely submission of data to management.
- Efficiently resolved all technical queries related to the software, enhancing user experience and operational efficiency.
- Enforced high standards of HSE policies and conducted training sessions for all vendors to ensure compliance.
- Coordinated effectively with clients to fulfill reporting needs and other specified requirements.
- Achieved 100% compliance in tracker installation, consistently delivering satisfactory results.

Engro Fertilizers Limited, Supply chain, Logistics Business Unit, Pakistan

Operations/Compliance Officer

February 2020 – April 2024

Responsibilities/Accomplishments:

- Creative professional who developed and executed four key operational initiatives across multiple cities in Pakistan.
- Took strong initiative by leading and successfully executing the Relay Model Project for Maple Leaf Cement, including preparation of budget and costing.
- Managed and established Service Level Agreements (SLAs) aligned with Key Performance Indicators (KPIs) to ensure operational efficiency.
- Collaborated closely with the insurance team to oversee the end-to-end claims process, from initiation to resolution of asset damages.
- Worked effectively within teams, leading and supervising logistics operations to ensure smooth and efficient processes.

- Successfully trained and certified as the base first aider, demonstrating commitment to workplace safety.
 - Implemented high standards of QHSE, resulting in winning the ROSPA Gold Award (UK) for three consecutive years.
 - Enforced strict compliance with rules and regulations in accordance with Standard Operating Procedures (SOPs).
 - Consistently achieved satisfactory results in both internal and external audits for two consecutive years.
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Alliance Sugar Mills, Sugar Industries Ubauro, Sindh, Pakistan

Internal Auditor/Compliance Officer

September 2017 – April 2019

Responsibilities/Accomplishments:

- Identified and assessed potential risks to the organization's operations, financial reporting, and compliance with laws and regulations.
 - Implemented recommendations from audits that enhanced the organization's internal control environment, reducing the risk of fraud, errors, and inefficiencies.
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INTERNSHIP EXPERIENCE

- Worked as an **“Educator Intern”** at Rahim Yar Khan (EDO Office) (July 2016–June 2017)
And Contributed to educating and training the students in Academic and extracurricular activities.

- Worked as an **“Accountant Intern”** at Rahim Yar Khan (Bio Grow) (July 2015–June 2016)
Maintained the daily accounts activities, invoices, Accounts receivable and accounts payable.
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INDIVIDUALY SPECIAL PROJECTS

Safe Operations & daily safety training | Led Leading Indicator score | Led First Aider | Relay Model Maple Leaf Project | KIOSK Training | Monitoring Mess (Additional Charge)

TECH/OTHER SKILLS

Jira | Six sigma | FMS | Microsoft Teams | Velocity EHS | Power BI | Cost/Budgeting | Sphera – Opera

TRAININGS/SKILLS

NH&MP Training | First Aid Training | Engro – Malware Foundation | Engro LMS – Social media Module | Diversity Equity & Inclusions DE& I Leaders’ Program | KIOSK Training | Generative AI: Intelligent and Dangerous | 10 Ways to Avoid Phishing Scams with Quiz

PROFESSIONAL QUALIFICATION

- **The Islamia University, Punjab, Pakistan** (2011 – 2013)
M.com – Master’s in commerce
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Current Address: Paragon city, Lahore, Punjab, Pakistan
