**Asadullah Muhammad Arshad**

Doha, Qatar • Tel: +974 33467481 • Email: asadullah921@gmail.com

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## I have a Business Administration degree in Supply Chain Management and background in inventory Management, Administration, Logistics, Warehousing and projects management with more than 6 years of Multinational experience. I have exceptional skill in MS Office, WMS and ERP for solid work.

## **Work Experience**

**2021– current *Account Admin Assistant Holiday Limousine*  Doha (Qatar)**

* + - Managing accounts payable and receivable
		- Handling communications with clients and vendors via phone, email, and in-person
		- Create and update expenses report.
		- Manage payroll.
		- Record daily financial transactions, such as cash receipts, payments and invoices.
		- Answering phone calls and photocopying documents
		- Develop and maintain a filing system.
		- Completing additional tasks as assigned.

**2016– 2018 *Assistant Manager Project TCS Courier*  Rawalpindi (Pakistan)**

* Planning/Monitoring/Handling and Execution of projects likes (Black Friday, AIOU Questions papers distribution nationwide, DG Health, PEC Election, Nadra, etc).
* Prepared Project budget requirement and give purchase request as per need.
* Track and trace shipments, both inwards and outwards
* Inbound shipments coordination and expediting (timely receipt and offloading).
* Maintain all projects physically file and soft data record.
* Meet cost, productivity, accuracy and timeliness KPIs.
* Maintain metrics and analyze data to assess performance and implement improvements.
* Design/Execute Routes of project Delivery and Monitors all delivery till end customer.
* Immediate handling of project disorders and their speedy resolution
* Vendor Management
* Monitor Daily activity report of Projects.
* Optimization of Projects cost
* Supervise, coach and train the Team.
* Data analysis
	1. ***Management Trainee officer Alcatel*-*Lucent* ISB (Pakistan)**
		+ Logistic Coordinator (Import & Export, Custom clearance)
		+ Inbound shipment coordination and expediting (timely receipt and offloading).
		+ Inventory management (Quality inspections, stored safely, entry in WMS, etc)
		+ BOQ verification, summary of packing list, Flow up shipment, Custom clearance, Local Transportation.
		+ Making of Memo for Bank Guarantee & Pay Order
		+ Prepare document for Reverse Logistic (Invoice, Packing List, Undertaking)
		+ Understanding and Working in Warehouse (Receiving, Storage, and Dispatch).
		+ Return & Repair (R & R).

## **Relevant Skills**

* **Computer skills:** Microsoft Office, Warehouse Management System, Peachtree Accounting software.
* **Technical:** Accounting, Cooking, Auto Mechanic &Electrician, dairy forming
* **Professional/Social:** Teamwork, Project- Management, Communication, Leadership, Organization, Problem-solving, Driving, Cricket,
* **Languages:** Punjabi, Urdu, English (Medium), Hindi, Arabic (Basic)

**Education**

**2016 *MBA* Iqra University (Islamabad, Pakistan) Supply Chain Management**

**2014 MBS Virtual University (Sialkot, Pakistan) Commerce**

**2011 B.com Punjab University (Lahore, Pakistan Commerce**

**2009 F.sc BISE, (Gujranwala, Pakistan) Pre-engineering**

**2007 Metric BISE, (Gujranwala, Pakistan) Science**

###### **Professional Lisence**

Driving License (Qatar & Pakistan) – Car & Motorbike