

# Naeem Iqbal

## Administration and Supply Chain Management

Dubai

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## Work Experience

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### Administration and Supply Chain Manager

D&J Readymade Garments Trading LLC - Dubai

March 2018 to August 2019

Dubai, UAE (Mar 2018 - Aug 2019)

(A leading retail & whole sales dealers in Garments)[www.djukayukay.com](http://www.djukayukay.com)

- ◆ Processing orders.
- ◆ Liaising with transport companies, suppliers and clients.
- ◆ Training, supervising and appraising staff.
- ◆ Managing statistical and financial records.
- ◆ Ensuring that quality objectives and delivery deadlines are met.
- ◆ Managing and monitoring supply chain operations.
- ◆ Ensuring premises, assets and communications are used effectively.
- ◆ Manage and monitor supply chain operations.
- ◆ Ensure premises, assets and communication ways are used effectively.
- ◆ Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- ◆ Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- ◆ Plan and track the shipment of final products according to customer requirements.
- ◆ Keep logs and records of warehouse stock, executed orders etc.
- ◆ Prepare accurate reports for upper management.

#### Purchasing and Inventory (Responsibilities)

- ◆ Retain inventory level, and formulate invoices, quotations, and purchase orders in a timely manner.
- ◆ Efficiently administer cost and benefit analysis of different projects, retail outlets stock taking, and purchasing of office supplies, other consumables, and stock for sales.
- ◆ It includes maintaining inventory levels, making monthly inventory reports, recording and labeling inventory items to be used in the future and maintaining accurate records.
- ◆ Periodic check on stocks in the warehouse as well as in the outlets. Issuance of stock as per outlet needs. Monthly stock taking in order to compare physical and systematic record.
- ◆ Managing the daily/weekly/monthly agenda and arrange meetings and appointments. Preparing and disseminating correspondence, memos, letters, and vacation plan of employees.
- ◆ Renewal of tenancy contracts and Ijars of warehouses and retail outlets. Rent negotiation with landlord according to market situation.
- ◆ Deliver services that demonstrate the highest levels of quality, accountability, and teamwork through collaborating with colleagues, following through with every request, meeting and exceeding deadlines.
- ◆ Effectively streamline administrative tasks, supervise staff members, ticket booking and passport control.

- ◆ Coordinating with PRO for Visas/contract of new staff, renewal of existing once.

## **Operations Supervisor**

www.ntde.com - Dubai

August 2014 to November 2017

### **Purchaser & Inventory Controller**

- ◆ Formulate invoices, quotations, and purchase orders local and foreign suppliers in a timely manner as per the needs and requirements of different departments. Continuously follow up the orders from issuance of purchase order till delivery.
- ◆ Oversee the inventory levels of businesses. Leading inventory & warehouse employees to receive and record new stock as it's delivered, consumed and shipped out.
- ◆ Recording daily deliveries in ERP, evaluating new shipments, and analyzing different suppliers.
- ◆ Arrangement shipments to different customers in UAE & abroad. Coordinating with logistics and shipping companies for the shipments.
- ◆ Arrangement of payments to different vendors on maturity after coordination with accounts department.
- ◆ Handling hazard material storage and arranging disposal of sludge as per the instructions of Dubai Municipality.

### **Operations Coordinator**

- ◆ Directed trade licenses, Ijari, tenancy contracts, and storage permit according to instructions of Dubai municipality.
- ◆ Functioned in close collaboration with various Government and Semi Government entities to establish new retail outlet, including DEWA, Dubai Municipality, Trakhees, and Dubai Civil Defence.
- ◆ Received invoices and deliveries, initiated purchase requisitions for stock of all regular stores items of store approaches the minimum limit fixed in respect, and updated level of stock.
- ◆ Organized vehicles fleet and database for inventory control including pricing, WAC supplier name & coding of items and produced payroll in EPR and time online software.
- ◆ Inspected incoming materials, followed up on existing orders, placed and reconciled new purchase orders according to the requirements, and tracked damages and discrepancies on orders received.

### **Key Project:**

- ◆ Handled project of new warehouse / Plant steered purchase of machinery, installation and construction of the project worth PKR 130M till completion and operations.

## **Administrative & Finance Officer**

Sama Defense System & Trade Inc - Islamabad, PK

June 2009 to May 2014

Islamabad, Pakistan (June 2009- May 2014)

(A leading company deals in security & life saving equipments) WWW.SAMA.COM.TR

### **Administrative & Finance Officer**

- ◆ Successfully created monthly expenditure statements, cash receipts, journal vouchers, payment, tender, and contracts documents, while participating in the bid / tender opening and submission of bids
- ◆ Liaised with banks and other financial institutions to create receipts and payments, examine finances, and deliver sales tax and income tax documents to tax consultant for filing tax returns in a timely manner.
- ◆ Supervised office staff, monitored clerical and secretarial functions, maintained office equipment, and filing systems, and transferred records according to schedules and policies.

- ◆ Negotiated price with various customers, including Army, FWO, GHQ, Navy, Air Force, Police, Ministry of Defence, IB and other Intelligence Agencies, and suppliers/OEMs on behalf of company that result in mutual benefits.
- ◆ Handled VISA applications of the staff, generated invoices, quotations, and purchase orders, oversaw different correspondence, and updated organizational memberships.

Key Project:

- ◆ Participate, negotiate and win different governments tenders worth millions of dollars successfully.

### **Office Assistant**

National Highway Authority - Islamabad, PK

December 2005 to February 2009

A GOVERNMENT ENTITY HANDLING MOTORWAYS & HIGHWAYS OF PAKISTAN) [WWW.NHA.GOV.PK](http://WWW.NHA.GOV.PK)

## Education

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### **Master in Economics & Finance in Economics & Finance**

International Islamic University - Islamabad, PK

2010

### **Bachelor of Commerce in Commerce**

Punjab College of Commerce - Islamabad, PK

2005