ASIF JAVED

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<mark>Transferable Iqama</mark>

Al Majdouie Logistics (SADARA Petrochemical Project). Jubail-KSA

Senior Supervisor (Supply Chain Management).

January 2016 – Onward Today

14-year experience as Senior Supply Chain Supervisor Directly Managing the below functions:

International / Local Purchasing.

Logistics Management.

Fleet Management.

WHM (Warehouse Management)

Purchasing:

- Generating Hotlist of lack of PO's
- Follow-up with suppliers for timely delivery and discussing defective goods or services and determine corrective action.
- CAPEX Procurement
- New Vendors Exploration.
- Vendor Selection, Vendor Rating (Vendor Evaluation).
- Collaborating with vendors (P2P) and material deliveries Follow-up.
- Updating price lists database (Supplier and Product Wise).
- Opportunity purchasing & Forwarded Contracts.
- Applying formulas for landed cost, purchase cost.
- Creation and amendment International & Local PO's
- Renew all contracts with suppliers.
- Tracking rebate scheme & achievement

Logistics:

- Customer Invoice review and verification for completed trips/delivered materials.
- Delivery notes complete process (Waybill to POD closure).
- Fuel Cost Management (WAIE System).
- Logistics Reports (Trucks & Driver Productivity)
- Driver Trip Bonus Cost control and Management
- Project Wise Revenue and monthly cost Analysis
- Review the Compliance of (Third Party logistics) Agreements & Review the additional trips cost analysis.
- Review the compliance with Courier companies' agreements
- Terminal Management System (Daily Dashboard Meeting).

Warehouse & Inventory Management:

- Overseeing the import documents for international procurement e.g Supplier DO, Manual Receiving and GRN in SAP, Bill of lading, Sea/Air Waybill, Shipping Invoice.
- Supervising the Export orders e.g Pre/Initial/final Bayan, Commercial Invoice, Approved COA, COO (Country of Origin), Insurance, and other Custom Documents.
- Posting Inbound -outbound & sales returns transactions in SAP ERP.
- Material tracing & barcoding in Warehouse management software.
- Bin locations update in WMS.
- Material adjustment per rack
- Applying FIFO & LIFO for inventory management and order placement.
- Weekly, Monthly & Quarterly inventory STK count
- Issuing claims for shortage & excess material
- Raising the NCR Reports to supplier& Procurement for corrective action.
- Ensure enough availability of consumables packaging material and maintain the Min & Max.
- Overseeing Quarantine Warehouse Management for Rejected/Damage Materials
- Overseeing the maintenance and repair of warehouse Fleet & equipment's.
- Weekly meeting Engagements with all stakeholders (Sales, operation, planning etc.) to discuss the next week loading/off-loading plan.

Fleet Management:

- GPS tracking to all fleet vehicles
- Monthly reports for direct deliveries
- Delivery schedules (Local & GCC Customers)
- Preparing the Preventive maintenance schedule/plan and execution for the same.
- Monthly maintenance report for all vehicles (Preventive and Corrective Maintenance)
- Arrangements to send fleet for PM's and Corrective Maintenance & MVPI
- Reviewing the expenditures of fleet maintenance (External Maintenance).
- Fleet Accidental reports and the Corrective action plan for repair and maintenance.
- Raising the insurance claims and follow-up for repair from insurance companies.
- Review Rental Fleet contracts (Maintenance schedule, fleet replacement, tracking, utilization, rates with age of fleet, and physical inspection.
- Timely POD Closure & Report to Logistics director on daily basis (Route/Terminal Wise).
- Senior Member for Accident Committee & Member of RCA (Root Cause Analysis Committee)

Additional Responsibilities:

- Working as Petty Cash analyst
- Reviewing the Fuel supplier payments (Fuel cost Controller).
- Review Supplier Payments (Compliance with Company Payable Policy)
- Reviewing the Warehouse Practices (Housekeeping, Safety & Security).
- Working as Inventory Auditor to reduce the gaps between books and physical Inventories.
- Delivery notes complete process (Waybill to POD closure).

Experience, Skills:

- SAP ERP, SAP (S-4 HANA), SAP MM, PCOM, LIMS, Q-Pules, T-MAC
- Oracle (Inventory & Procurement module)

- WMS (Warehouse Management Software)
- TMS, VTS, WAIE, & Business Intelligence Dashboard
- **Education & Certificates**
- Masters in accounting & finance
- Masters in supply chain management (In-Progress)