**BUTT, SALAH UD DIN**



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**E-Mail:** [**buttt.salahuddin@gmail.com**](mailto:buttt.salahuddin@gmail.com)

A well-presented individual who is able to lead teams from the front and by example, and who has an ambition to be a Manager. Fully aware of all aspects of management, from Asset-Inventory, Shipping & Receiving and Delivery of Products, Warehouse & Logistic management, customer service to asset protection.

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with **around 17 years** of experience in Customer Service Coordinator, Asset-Inventory Coordinator, Warehouse & Logistic Coordination, Computer Functional Consultancy, Documentation Handling & Export Management.
* **Proficiency in organizing and managing incoming & outgoing material activities** to ensure accuracy, completeness **&** the quality of overseas/indigenous materials from supplier’s end as well as in house production.
* **Skilled in ensuring optimum inventory levels** of maintaining storage areas and arranging infrastructure to ensure smooth flow of operations in the warehouse.
* Successful in building relations with Vendors & Customers, resolving critical problem areas and delivering on customer commitments.

**ACADEMICS**

* Bachelor’s in commerce, Punjab University, Pakistan – 2006
* Bachelor’s in computer science. from The National College, Sialkot – Pakistan, 2003
* Intermediate (Diploma in Business Administration) Punjab Technical Board, Lahore – Pakistan 1999
* Matriculation from Federal Board of Intermediate & Secondary Education. 1996
* **Completed IOSH Managing Safely** from **Sustainable Business Solutions.**
* **Completed NEBOSH IGC-1 from Sustainable Business Solutions.**

**IT SKILLS**

* **Well versed with ERP JD Edwards, SAGE, Oracle Interface (Service Rental, Distribution, Logistics and Procurement), GL Inquiry, Windows, MS-Office (Word / Excel / Power Point), Computer Hardware/Software LAN/WAN Installation + Export Documentation, Warehouse Supervision & Correspondence, Office related work and capable to work as in any OFFICE ENVIRONMENT.**

**ORGANISATIONAL EXPERIENCE**

**National Oilwell Varco- JAFZA DUBAI JUNE - 2017**

**Senior Logistics Coordinator**

* Manage logistics, warehouse, transportation and customer services
* Managing the Export & Import of drill pipes, casing, tubing & Seamless Hot Rolled Pipes.
* Administer the incoming and outgoing requirements for the company.
* Ensure accurate input of details in relation to the various paperwork systems for the import and export of goods for the company.
* Maintain filing systems of all incoming and outgoing paperwork and archiving these details in accordance with local requirements.
* Liaison with the various transport and packing companies to ensure that items are adequately packed to meet customer and legislative requirements.
* Responsible for expediting company goods and materials from various locations globally.
* Handling enquiries in Logistics related matters from other members or staff.
* To ensure that high standards of housekeeping are maintained in the logistics department.
* Comply with all NOV Company and HSE procedures and policies.
* Engaged in any other activities required by the Sales Manager.
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Creating Custom Documents, COO & BOE (Bill of entry) as per JAFZA & UAE rules and regulations
* Working on Company ERP Module **SAGE** Oracle.

**Emirates Transguard Security Feb 2017 – APR-2017**

**Driver/Security Armored Cash Van.**

* Efficiently drove the trucks with complete security and delivered valuable materials to their specified destinations.
* Maintained the complete security of loaded valuable goods and material and transported them with specified operating instructions.
* Responsibly collected necessary assets and valuable items from the organization and efficiently transported them to the specified destinations.
* Skillfully handled the transportation of urgent valuable items to the specified destinations.
* Skillfully monitored and handled the surroundings and responsibly handled the rules and regulations of the government entities.

**Astra Sport Articles PVT. Ltd. Pakistan Mar 2016 - Oct 2016**

**Warehouse & Logistics Supervisor**

* Making of Purchase Orders, Coordinating department regarding material requirements, procurement and stocks / inventory.
* Identifying, labeling & Storing of all type of materials as per company Safe and efficient management of central warehouse stores.
* Organize warehouse materials periodically: Unload and upload materials truck and verify materials with delivery challan and invoice.
* To physically check and verify the received materials in accordance with the Packing List, Bill of material, report on discrepancies and follow up on issue and storage.
* To maintain stock level of materials to verify and issue the materials to the users against the approved documents (DIL- Daily Issue list)

**Penna Overseas – Sialkot, Pakistan May 2015- Mar 2016**

**Inventory & Logistics Supervisor,**

* Responsible for obtaining, checking and preparing documentation to meet customs requirements e.g. commercial invoice, packing list, providing HS code for exporting shipments.
* Coordinate with clearing and forwarding agent and provide customs requirements for easy clearance inbound shipments
* Act as main point in receiving full container load and loose truck load items.
* Organize warehouse, Oversee space availability for incoming shipments.
* Responsible On road operations /Delivery of order items on daily basis making invoices, packing list, HS code summary and delivery advises of export orders.
* Coordinating with clearing agents for import clearance till offloading.
* Making purchase invoices and calculations summaries of total expense for import shipments.

**Weatherford International, Mar 2008 – March 2015**

**Senior Material Inventor Coordinator –**

**Worked in Different Locations JLT, Jebel Ali, Erbil, Bazurgan & South Rumaila-Basra**

Responsible for the day to day running of the Warehouse, working alongside the team to achieve targets and KPI’s. In charge of using high levels of planning and organization to meet company goals, develop people, and run an efficient operation.

**Key Deliverables**

* Ensuring that standards are consistent. Dealing with any enquiries and complaints and monitoring customer service.
* Putting together the rotations and shifts. Being friendly with annoyed customers.
* Coordination with Custom representative for Air shipments. Receiving of shipments (Northern Iraq-Erbil / Southern Iraq), Offloading of shipment in designated area.
* Forward Shipment Information to all departments (emails). Segregation of Shipments Belong to Different PL/Departments.
* Making of LOM / PICS for All Local/International Shipments, Pre-Alert to Logistic Team & department about shipments. Confirmation of receiving the shipments physically.
* Oversee accurate receipting of all goods into stock, including verification of delivery notes and updating of livestock system. Oversee management of items whilst in stock to protect against damage, theft, losses, etc.
* Responsible for regular cycle counts of all stock items and investigation of variances.
* Responsible for monthly full stock take an investigation of variances. Produce regular detailed reports on a daily, weekly and monthly basis.
* Define the minimum and maximum stocks and order the replenish at time considering the coverage and delivery time. Maintaining standards of health, hygiene and safety in the work environment.
* Supervise, train and motivate a team of warehouse men & warehouse helpers.
* Responsible for Arranging and Conduction Physically Weekly Inventory Cycle Count.
* Creating/Initiating the Transfer/Purchase Orders for all Shipments Receiving & Dispatching Inventory/Assets Items in to the ERP-JD Edwards System.
* Intake (return) of material from operations back to stock and inventory adjustments accordingly.
* Responsible for proper storage and housekeeping of Inventory & Asset Items/Materials based on requirements.
* Responsible for Running Weekly Inventory Stock Report for Keeping Track for Available Stock for All PL/Departments.

**Astra Sport Articles Pvt. Ltd. June ’2001 – Feb’2008**

**Asst. Manager Import & Export**

* Interacting with customers, resolving their queries and updating quotation & move codes.
* Undertaking activities related to preparation of Bill of Lading, Mate Receipt, Delivery Order and Issue of the same.
* Administering functions related to posting of container release order, interacting with Yard Manager & handling logistics operations for the organization.
* Handling all source of Documentation from Production till Shipment Dispatched.
* Negotiate & liaise with the freight forwarding companies.
* Monitoring various import receivables and providing advisory services on exports.
* To follow up and keep observation to have maximum accuracy of packing instructions as well as precautionary measures to be followed by the ultimate customer. As a whole to tackle the order from production to shipment delivery. Ensure deadlines are met & procedures are followed.

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|  | **PERSONAL INFO** |  |
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| Father's Name: | Maqbool Ahmed Butt |
| DOB: | 11-03-1980 |
| Religion:  Passport No.: | Islam  AX3498994 |
| Nationality: | Pakistani |
| Marital Status: | Married |
| Visa Status: | (Dubai) JAFZA Visa (Valid Until-05-July-2020) |

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|  | **REFERENCE** |  |
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Zafar Khan, Senior Mechanical Technician– NOV Completion & Production Solutions.

Ibtsam Khawar Butt, Supervisor - Sea Freight - OSC Jebel Ali.

1. Notice Period = 1-Month.
2. Current Location = Oilfield Supply Center, Jebel Ali, Dubai, UAE.