

Muhammad Wasim Akhraz Khan

12 March, 1993

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Professional Summary

A hard-working and dedicated individual with more than 7 years of experience in the field of Warehousing, Vendor Management, Documents Management, Administration and Operations etc. Known to act with commitment and autonomy.

Looking forward to render top notch performance in terms of value addition, along with development of personal skills and portfolio. Over the years my leadership and team building skills have been recognized and appreciated.

Skills

- Warehouse Management
- Documents Management
- Supply Chain Management
- Vendor Management
- Logistic Management
- Office Administration
- Finance Management
- Operation Management
- Team Management
- Client Dealing

Tools

- Microsoft Office (Excel, Word, Power Point)
 - FDMS (First Solution Document Management System)
 - FRMS (First Solution Retrieval Management System)
 - Simple Index
 - Duroob Software
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Professional Experience

Archive Services (Pvt) Ltd.

Product and Operation Manager

April 2023 - Present

Responsibilities:

Product

- Understanding and representing user needs.
- Monitoring the market and developing competitive analyses.
- Defining a vision for a product.
- Aligning stakeholders around the vision for the product.
- Prioritizing product features and capabilities.
- Creating a shared brain across larger teams to empower independent decision-making.

Operation

- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Improving operational management systems, processes and best practices.
- Ensuring all operations are carried on in an appropriate, cost-effective way.
- Develop, implement, and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.

ASC First Solutions (Pvt) Ltd.

Country Head - Warehousing and Vendor Management

April 2022 – March 2023

Responsibilities:

Warehousing

- Recruits, and hires, new warehouse employees to support the Distribution management team.
- Coaches, counsels, and disciplines current warehouse employees as needed by enforcing policies and procedures, while creating a safe and friendly working environment.
- Oversees the staff activities to make sure operations flow smoothly, instructs accordingly, and motivates them to perform.
- Establishes, follows and enforces safety standards and procedures in compliance with a healthy work environment and legal requirements.
- Responsible for creating and recommending strategic plans and reviews in order to achieve warehouse operational objectives.
- Constantly evaluates warehouse processes and procedures.
- Responsible for ensuring that the inventory is monitored accurately within the system and during counts.

- Works closely with the Logistics and Warehouse teams to determine the best practice for Documents handling and storage requirements.
- Facilities were planning, and warehouse equipment planning to support future growth.
- Data entry and data processing skills
- Reporting skills
- Ability to accurately analyze information
- Detail-oriented
- Deadline-oriented

Vendor Management

- Developing and sustaining long-standing relationships with company-approved vendors.
- Meeting with suitable vendors to assess their products, inquire about their services, negotiate pricing, and communicate any product or service-related concerns.
- Conducting research on available vendors to determine which vendors offer the best pricing and product quality.
- Continually monitoring sales trends to determine which products are more popular than others.
- Implementing vendor selection programs to ensure that the best vendors are secured.
- Conducting interviews with new vendors and informing approved vendors of their responsibilities and obligations.
- Establishing standards by which to assess the performance of approved vendors.

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Administration and Warehouse Manager

July 2016 – March 2022

Responsibilities:

Warehouse Manager

- Reorganized the warehouse inventory system, making the process 50% less cumbersome to handle than before.
- Maintain, receive and distribute operations by initiating, coordinating, and enforcing the program, operations and personnel policies and procedures.
- Supervise Warehouse staff, divide responsibilities to ensure performance and coordinate delivery routes/installation schedules.
- Reduced operational expenses up to 20% by using effective warehousing techniques.
- Define implementation roadmap to consolidate data from multiple clients into a data warehouse.
- Provide documents retrievals to Clients when they need.
- Handle Clients requests and queries appropriately.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Maintain Warehouses according to International SOP's.

Administration

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Provide financial information to management by researching and analyzing accounting data, prepare monthly expense reports.

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information.

Agha Khan Hospital

Internee

1st July 2013 – 30th July 2013

I have done Work as an internee in finance Department

Training & Certificates

- Attend Seminar on Islamic Banking and Financial Market
 - 1 Day Training on Secrets of Hiring
 - Certificate of Achievement-2017
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Academics

MBA in Supply Chain Management - 2023

University of Lahore

Major GPA

4.00

CGPA

3.94

BBA Hons in Finance – 2015

National University of Modern Languages (NUML) Islamabad.

Reference

References will be furnished upon request