

ARIF AHMED KHAN

Process Executive/Inventory Supervisor

Highly talented and skilled professional having more than 18 years' experience in multi-cultural environment in a multi-national company. Financial and inventory manager. Highly adaptable, thrive on challenges and excel in new environments. Exceptional multi-tasking abilities, swift and effective problem solver. An ability to work under pressure in a fast-paced time-sensitive environment. Committed to quality performance with an ability to learn new procedures.

✉ aakhan268@gmail.com

☎ 03337028665

📍 Pakistan

📅 02 February, 1968

WORK EXPERIENCE

Inventory Control Coordinator

Zahid Tractor.H.M. Co. LTD – CATERPIILAR

08/2000 - 08/2021

Damam, KSA

Zahid Tractor is a main dealer of Caterpillar and other Allied franchise in Saudi Arabia. it deals in construction, mining, oil and gas, agriculture, power, electricity and water generation, material handling, building materials, transportation and logistics.

Achievements/Tasks

- Supervise Inventory team to do below jobs and run operation.
- Possess abilities to set priorities and respond to internal/external inquiries relating to inventory function.
- Handling/Knowledge about new system ordering called MEDC (Middle East Distribution center)
- Timely communication with the logistic principals related to various subjects like outstanding freight queries.
- Handling inventory control with physical inventories, monitor cycle counts, and provide inventory management reporting.
- Maintain inter-branches /departmental correspondences and procedures.
- Coordinate day to day activities of Parts inventory control section.
- Ensure that order processing is done correctly and efficiently. Corresponding with all suppliers and goods forwarders for assist to logistics support.
- Maintaining all the KPI's as per CATEPILLAR 5star contamination.

Technical assistance & Field Officer

Haji Abdullah Ali Raza Co

02/1997 - 07/2000

Jeddah

Achievements/Tasks

- Worked with G.S.M. Telecommunication System for the installation, all over the Kingdom
- Micro-Wave System Installation
- Caballing for G.S.M and Micro-Wave

Office Clerk

Rio Trading Co

08/1996 - 08/1997

Jeddah

Achievements/Tasks

- Maintaining Departmental records.
- Data in - put in the company system.
- Handling incoming & outgoing faxes & mails.
- Typing all the memos, letters etc. drafted by office Manager.
- Keeping track of the office staff attendance.
- Preparing time-sheet for employees based on the punched card.

EDUCATION

Bachelor Of Arts

University of Peshawar

01/1992 - 01/1994

Peshawar, Pakistan

AREA OF EXPERTISE

Inventory & Logistics

Operational and Managerial Services

Skill

Marketing

Quality Assurance

Management

Statistics

Telecommunication

VOLUNTEER EXPERIENCE

Student

Peshawar University, KPK, Pakistan

Tasks/Achievements

- Participated in University annual functions.
- Member of University council
- Member of Management association and worked as events head

LANGUAGES

English

Full Professional Proficiency

Arabic

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

Pashto

Full Professional Proficiency

Siraiki

Full Professional Proficiency

Urdu

Full Professional Proficiency

HOBBIES

Islamic Encyclopedia Reading

Travelling

Photography

Videography

Video Editing

Painting

Calligraphy

COMPUTER SKILLS

MS Word

MS Excel

MS PowerPoint

Power Director

Agile AS400, Video Pad, SAP etc.