



## Asad Iqbal Khan

**Nationality:** Pakistani **Date of birth:** 20/04/1986 **Gender:** Male

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**Home:** Dubai , Dubai (United Arab Emirates)

### ABOUT ME

Highly motivated Transport and logistics professional with a CILT Level 5 Diploma in International Logistics and Transport. Dedicated to applying my knowledge and skills to drive efficiency and innovation in Transportation and logistics management with 10+years of experience in managing Transportation operations, optimizing logistics processes, and driving cost savings. Expertise in managing complex transport & logistics operations and driving operational excellence. Manage and oversee inbound and outbound logistics operations, ensuring smooth, efficient, and timely movement of goods.

Seeking a position that provides opportunities for professional growth and advancement in a reputed organization. I enjoy a challenging work environment, working effectively both individually and as part of a team, using initiative, demonstrating lateral thinking and taking on responsibilities.

### WORK EXPERIENCE

#### Transport & Logistics Supervisor

**AZIZI Developments** [ 23/11/2023 – Current ]

City: Dubai | Country: United Arab Emirates

Planning, organizing and controlling all day to day operational matters relating to transportation & including schedules, driver rosters, and sub-contracting whilst ensuring high service quality as well as a cost effective and safe operation is maintained.

#### Responsibilities:

Logistics, maintenance & resource utilization plans, procedures, scheduling, documentation, budgets, Internal charging, process flow, (internal and external) for effective monitoring & control of drivers/operators, equipment's, vehicles & machinery

Organize Fleet & Transport activities of Vehicles & Drivers wrt Trips, Routes,

Cargo Handling, Safety, Local Laws, and handling all the RTA related procedures which includes Traffic Fines, Insurance renewals, and Registration renewals, transfer of vehicle and Salik Tag & recharge.

Maintaining records of vehicles daily movement, driver and vehicle availability, idle vehicles and daily requirements, preventive breakdown maintenance, Repairs, Daily checkups, Job Cards, History, Km/Hour/Downtime/Idle/Utilization report for Management/users & Fuel consumption.

Hire-in of shortage Vehicles & promote Hire-out of idle vehicles for enhancing profitability.

Preventive & Breakdown maintenance, Major/Minor repairs of all vehicles in company

Drivers Hiring, Performance Evaluation, Leave planning, Time Sheets, transferring and joining.

Checking the invoices of fuel consumption and monthly rent for the Vehicles and Equipment's to make sure for charging to right BU's units.

Handling company petty cash for all the Fleet activities and also coordinate with suppliers for cash payments & getting quotations for rental vehicles, spare parts and other services.

Smoothly fulfilled daily Transport needs by providing on time 24 x 7 Logistics support

#### Team Lead -Transport and Logistics

**Pentagon Food Group UK Ltd (Remotely working from Pakistan office in UK)** [ 11/08/2022 – 20/11/2023 ]

City: Islamabad | Country: Pakistan

Oversee and manage the inbound and outbound logistics operations, ensuring smooth, efficient, and timely movement of goods. Coordinating with carriers, managing and controlling a team of Drivers and support staff, and maintaining compliance with safety and regulatory standards. Responsible for optimizing operations, minimizing delays, and ensuring customer satisfaction.

## **Responsibilities:**

Leading and working as a team to be responsible for delivering operational performance and the maintenance of site systems and operational processes.

Ensuring the efficient planning and running of the operation, including supporting people management processes when required

Effectively lead site teams operationally and supporting to Transport Manager.

Work collaboratively with the management team to ensuring optimum performance and efficiency, whilst building positive working relationships with direct reports, peers and 3PLs.

Promote and ensuring compliance with company policies & procedures

Effective and efficient organization of the daily routing, ensuring the best utilization of the vehicles, cost-effective planning of delivery routes, and excellent customer service

Liaising with the drivers and Drivers Mate regarding any transport issues

Ensure drivers carry out daily vehicle checks, and report and organize any issues that arise

Ensuring Company transport fleet operates legally with all MOTs, PMI, smoke emission tests, and servicing undertaken as and when required

Administrative support, making sure drivers hours and absence are tracked and cover is in place.

To monitor driver infringements, parking fines, and driver penalties and discuss actions with drivers

Follow company procedures in relation to reporting incidents and accidents

To organize drivers and vehicles when required using agencies and outside haulers

Ensuring all agency drivers have all legal documents available before carrying out any work

Ensuring fuel stock availability and ordering as per requirements

Preparing and planning daily Vehicles schedules for PMI, MOT Loller Inspection and Tacho Calibration..

Facilitate communications within company assigned territories.

Keep and organize work requests, customer requests, completed work requests,

charges for work performed, expenses for services performed and other information.

## **Transport and Logistics Officer**

***Al Jaber Transport & General Contracting LLC*** [ 23/12/2006 – 31/07/2018 ]

**City:** Abu Dhabi | **Country:** United Arab Emirates

Logistics, maintenance & resource utilization plans, procedures, scheduling, documentation, budgets, Internal charging, process flow, (internal and external) for effective monitoring & control of drivers/operators, equipment's, vehicles & machinery

Organize Fleet & Transport activities of Vehicles & Drivers wrt Trips, Routes, Cargo Handling, Safety, Local Laws, and handling all the RTA related procedures which includes Traffic Fines, Insurance renewals, and Registration renewals, transfer of vehicle and Salik Tag & recharge.

Smoothly fulfilled daily Transport needs by providing on time 24 x 7 Logistics support

Maintaining records of vehicles daily movement, driver and vehicle availability,

idle vehicles and daily requirements, preventive / breakdown maintenance,

Repairs, Daily checkups, Job Cards, History, Km/Hour/Downtime/Idle/Utilization

report for Management/users & Fuel consumption.

Hire-in of shortage Vehicles & promote Hire-out of idle vehicles for enhancing profitability.

Preventive & Breakdown maintenance, Major/Minor repairs of all vehicles in company

Drivers Performance Evaluation, Leave planning, Time Sheets, transferring and joining.

Checking the invoices of fuel consumption and monthly rent for the Vehicles and Equipment's to make sure for charging to right BU's units.

Responsible to implement the pick & drop schedule on daily basis of site to site staffs.

Issuing all requisition regarding new EMV's Mobilization, Demobilization, transferring to workshops, internal and external site to site.

Handle company petty cash for all the Fleet activities and also coordinate with

suppliers for cash payments & getting quotations for rental vehicles, spare parts and other services.

## **EDUCATION AND TRAINING**

### **International Diploma in Transport and Logistics**

***The Chartered Institute of Logistics and Transport***

**Country:** United Kingdom | **Level in EQF:** EQF level 5

## High School

### Board of Intermediate and Secondary Education Abbottabad

Country: Pakistan

## LANGUAGE SKILLS

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**Mother tongue(s):** Urdu

**Other language(s):**

### English

LISTENING B2 READING C2 WRITING C2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

### Arabic

LISTENING B2 READING C2 WRITING C2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

### Panjabi; Punjabi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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Microsoft Office / Microsoft Word / Outlook / Microsoft Excel / Social Media / Facebook / Fleet Check / Fleet Management / Car Tracking / GPS Tracking

## DRIVING LICENCE

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**Driving Licence:** B

## MANAGEMENT AND LEADERSHIP SKILLS

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### Skills & Personal Trait

Excellent Office Administration, Organizational, Communication & Time Management Skills

Experience with in-depth knowledge of the products and effective skills to supervise a work unit.

Excellent Negotiation abilities, Good Analytical thinking skills

Thorough knowledge of multi culture, road networks and history of the places of interest.

A good team member, well-groomed and sociable in a multi-national and multicultural environment.