



## **MOHAMMAD WAQAS SHEIKH**

Flat# A-2, Rock Heaven Apartment.

Block-8-13-G, Clifton, Karachi.

**P:** (021) 35835738

**M:** +92-345-318-7736

**D.O.B:** 27<sup>th</sup> Feb-1988

**E:** [m.waqas.5796@gmail.com](mailto:m.waqas.5796@gmail.com)

**Passport No:** AP6313161

---

### **Professional Profile**

Task-focused, enthusiastic and resourceful senior transport and logistics professional with highly developed negotiation skills and change management experience.

---

### **Core Skills and Abilities**

#### **Transport and Logistics Experience**

Nine years of experience in the transport industry, with broad expertise and skill in managing the scheduling of deliveries and drivers. Proven track record of refining transport systems to improve efficiency and increase profit.

#### **Communication and Leadership Skills**

Communicate effectively to build and maintain relationships both internally and externally, and negotiate contracts with clients. Practical leadership approach to manage workplace change, with a focus on staff training and development.

---

### **Employment History**

#### **English Biscuit Manufacturer (Pvt) Ltd.**

**Logistics Executive**

**Dec 2017 ~ Till Date**

#### **Responsibilities as a Logistics Executive:**

- Keep liaison with transporters for availability of vehicles.
- Evaluation of Logistics cost.
- Ensure Daily vehicles demand is fulfilled through contracted transporters and minimized spot hiring which should be less than 1%.
- Ensure Transfer shipment & Primary dispatches with agreed lead time, according to SAP data. Transit Time Metrics & On time-Performance.

- Ensure Bulk Fuel purchasing & PSO card utilization 90% against fuel consumption & make sure card utilization by every transporter.
- Process / verify & execution of transporter bills for payment within agreed timelines
- To ensure labor availability at all national warehouses as per the inbound / outbound stock requirement and haulage/ vehicles offloading within time limit.
- Processing of Accidental / Damage / Shortage and Insurance claim settlement of EBM shipments within a month & 5% reduction in accidental cases over last year.
- Ensure EHS standards compliance for vehicles and labor.

## **Perfect Transport Network (Pvt) Ltd.**

### **Manager Operation & Procurement**

**Nov 2015 ~ Dec 2017**

#### **Responsibilities as a Manager Operation:**

- Managing Fleet Operations of Refrigerated Vehicles, Ladder Mounted Vehicles and Containerized Vehicles including efficient and timely distribution and transportation of goods for clients. The major clientele includes, Merck Pakistan, Pharmagen Ltd, Eli Lilly Pakistan, Fauji Mills Limited, Fiber Link, and World Call.
- Preparing Project Revenue Summary report/feasibility reports on variable (Trip base) & Fixed Cost for Prospect Client.
- Communicating effectively with clients and responding to their requirements.
- Sharing project monthly business summary with higher management.
- Implemented and monitoring company's KPIs including smooth operations, delivery schedules and fatigue management system.
- Responsible for hiring, training and development of staff.
- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules.
- Direct activities to ensure that the vehicles are maintained properly, including the inspection of vehicles at the appropriate time and the action taken for timely remedy defects found.
- Ensuring Daily Movement Report (DMR) being submitted to management on daily basis.
- Supervising Trip Opening, Fuel Management, Trip Closing, Delivery Note Submission.
- Ensure extensive monitoring of vehicle with Tracking Dept. & setting up route planning to reach vehicle at client base safely & timely.
- Looking after well-built coordination of the staff with Billing & Recovery Dept. for timely Invoicing & Payments follow-up.

#### **Responsibilities as a Manager Procurement:**

- Managing procurement processes and handling more than 600 Fleet with dedicated Vendors.
- New Induction of vendor & Supply chain solutions.
- Close monitoring of Supply Induction, Supplier negotiation, Order placement & Inventory management.
- Approving of all Company's Purchase Orders (P.O's) as per standardized SOP's.

- Make sure suppliers have enough stock to meet demand.
- Checking and Monitoring record of stock levels on daily basis.
- Follow-up of bills receiving from suppliers, payment follow-up with Finance Dept.
- Ensure Proper record of Procurement in ERP (CETS) system.

## **Perfect Transport Network (Pvt) Ltd.**

### **Deputy Manager Operation**

**Apr 2012 ~ Oct 2015**

#### **Responsibilities During Above Tenure:**

- Assisted & Managed Fleet operation of 50+ Vehicles (From 4 wheelers to 22wheelers) under Supervision of Senior Manager Operation.
- Project handled for logistics solutions to mainly DHL Pakistan, Continental Biscuits Limited, Dalda Foods, Habib Oils Mills, English Biscuit Manufacturer, Engro Foods Ltd, and Dawlance Pakistan.
- Communicated with the Manager for daily requirement of vehicles/trailers.
- Strongly Coordinated with drivers, and monitored vehicles, loads and journey plans.
- Monitored efficient loading of all vehicles for the delivery of products to the end consumer/ Factory/Warehouse (last mile) for ensuring the accuracy in operations.
- Assisted in monitoring Department of Transport- (DOT) compliance.
- Planned fuel and advance cash required during trip.
- Performed ongoing evaluation of route efficiencies, develop strategies for improvement and report suggested changes to the Manager.
- Make sure that vehicles and trailers are mechanically sound and ready to go as needed.
- Ensured lead time is met by tracking vehicles after alternative hours
- Ensured vehicles movement as per route plan instead of unnecessary stops and diversions.
- Analyzed trip expenses in comparison with their route and average KM distance.
- Analyzed violation being done and finding remedies to reduce it at earliest.
- Ensured invoice being prepared on time.
- Planned maintenance schedule of vehicles for routine inspection as well as when required.
- Verified invoices in terms of rate, capacity and quantity loaded
- Daily updating supervisors and drivers attendance.
- Verified salary sheets in terms of designation, allotted vehicle and their basic salary.

## **Pioneer Transport Company (Pvt) Ltd.**

### **Assistant Manager Operation & Accounts**

**June 2009 ~ Mar 2012**

#### **Responsibilities as an Assistant Manager Operation:**

- Assisted Manager Operation in managing Fleet operation of 45+ Vehicles (From 4 wheelers to 22wheelers).

- Project handled for logistics solutions to mainly Telenor Pakistan, Mobilink, Inbox Business Technologies, Engro Polymer & Chemicals Ltd, Shell Pakistan, Pharma Link.
- Prepared of Vehicle Trip Expenses.
- Prepared P & L Report Project Wise \ Vehicle Wise.
- Performed Reconciliation / Payment of Long Route Vehicles Fuel Consumption
- Managed MIS Report of Vehicles Maintenance
- Checked of Vehicle Tracker Report daily basis
- Maintained of Vehicle Documentation Records and ensured payments for Vehicle Taxes, Insurance, Fitness, and Route Permit etc.
- Supervised hiring of vehicles from Open Market on requirement basis.
- Coordinated with Supervisors / Drivers for completion of In-Time Journey

### **Responsibilities as an Assistant Manager Accounts:**

- Deal with Banks.
- Make cash vouchers.
- Prepared of Billing / Invoices of various customers
- Prepared of Daily Cash Report (Receipts and Expenses)
- Data Feeding in Accounting Software
- Prepared and Distribute of Drivers and Staff Salaries

---

## **Education and Professional Development**

2016 – Diploma in Supply Chain Management from Pakistan Institute of Management.

2012 – B.Com from Karachi University

2006 – Intermediate Pre–Engineering from Pakistan Steel Cadet College

2004 – Matric Science Group from Pakistan Steel Cadet College

### **Courses:**

- English Language Course (10th -Jun till 10th -Aug 2004) from Aptech
  - Auto-Cad (2D & 3D) (1st -May till 1st-July 2008) From Jibrail Welfare Trust
  - PIFFA- FIATA
  - Participated in Road User & Safety Driving Program conducted by Motorway Police.
  - Participated in HSE Program
  - Participated in Defensive Driving Course Program & ECO Driving conducted by HINO Pak.
-