

Contact Info

Rawalpindi, 0345-5410298
Pakistan
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Education

National University of Modern Language (NUML)

Islamabad / BS English
(2018)
3.4 GPA

Skills

Logistics and Supply Chain Management	
Payroll and Employee Hiring	
Last Mile Management	
FIFO Execution	
Team Management	
FMCG operations	
Route Planning via Geo-Fencing	
Maintaining Backlog	
Cash handling	
Customer Services	

Awards

- **NUML Islamabad**
Best Academic Writing Award | 2017

Languages

- **Urdu** - Native
- **Punjabi** - Native
- **English** - Medium

Hobbies

- **Research**
- **Travelling**
- **Exploring**

Taha Mehboob

Logistics, Warehouse, Supply Chain Specialist at Logistics, Warehouse, Supply Chain



Summary

A highly skilled and results-driven Logistics, Warehouse, and Supply Chain Specialist with over 7 years of experience in optimizing operations across multiple sectors. Proven expertise in managing end-to-end supply chain processes, including inventory control, warehouse management, transportation coordination, and supplier relationship management. Adept at streamlining workflows, implementing and ensuring the timely and efficient movement of goods. Strong background in data-driven decision making, process improvement, and utilizing advanced logistics software to enhance operational efficiency. Expert in B2B and B2C operations, Last Mile Route Management, FMCG operations, Customer Services, FIFO executions and Cash Handling.

Committed to delivering exceptional service while maintaining compliance with industry regulations and driving continuous improvement.

Work Experience

Assistant Manager Warehouse

14 months

S ABDULLAH HOME

Islamabad, Pakistan | Mar 2024 - May 2025

- Monitor Stock movements, conduct regular audits and implementing measures to minimize discrepancies
- Ensuring safety protocols and standards to maintain a secure work environment
- Adjusting the damaged stock via SAN (Stock adjustment note)
- Working on WMS to generate Sale Orders and Delivery Challans for stock dispatch
- Monitoring Loading process while maintaining safety protocols
- Route Planning
- Assist the Warehouse Manager in Warehouse operations
- Align with different teams and departments for smooth workflow

Cash Officer/Intern

5 months

DARAZ.PK

Rawalpindi, Pakistan | Oct 2023 - Mar 2024

- Receiving, counting, and disbursement of cash, ensuring accuracy in all transactions.
- Verification and authenticity of banknotes, checking for counterfeits or discrepancies.
- Maintaining accurate records of all cash-related transactions, ensuring they align with financial records.
- Safeguarding cash by ensuring it is stored securely and limiting access to authorized personnel only.
- Following strict cash handling procedures and internal controls to prevent theft or fraud.
- Reporting any discrepancies, losses, or thefts to the appropriate authorities or senior management.
- Performing end-of-day cash counting and reconciliation, ensuring that the daily cash flow matches the records.

- Reading

- Preparing cash for deposit, if required, and arrange for secure transportation.

Logistics Executive

20 months

JUGNU TECH PVT LTD

Rawalpindi, Pakistan | Sep 2021 - May 2023

- Overseeing Daily operations to ensure high levels of productivity
- Performing day-to-day operations effectively and efficiently
- Maintaining attendance records
- Complex Delivery Coordination
- Route planning via geo-fencing
- Coordination with the growth team for sales growth
- Physically Visiting different areas and shops for feedback and highlighting the areas of improvement
- Monitoring the loading process before delivery
- Reporting any unusual event taking place with the delivery person and resolving it at the earliest

Fleet Supervisor/Last Mile Lead

36 months

DARAZ.PK

Islamabad/Rawalpindi, Pakistan | Sep 2018 - Sep 2021

- Managing all logistics and fleet operations
- Vehicle Management
- Maintaining Weekly Business Report and Daily backlog
- FIFO Execution
- Team Management
- Onboarding New Staff and Maintaining their record and attendance
- Dispatching the parcels within prescribed SLA