



# MUQADDAR KHAN

## CAREER STATEMENT

"As a highly organized and detail-oriented professional with a strong background in administrative and logistics management, I am committed to providing exceptional support to ensure the smooth operation of businesses. With several years of experience in overseeing logistics and coordinating administrative tasks, I possess a proven track record of optimizing processes and streamlining operations to enhance efficiency and productivity. My goal is to leverage my skills and expertise to deliver exceptional results in a challenging and dynamic work environment."

## AREAS OF EXPERTISE

- ✓ Logistics and supply chain management
- ✓ Inventory management and control
- ✓ Shipping and receiving operations
- ✓ Vendor management and negotiation
- ✓ Contract management and administration
- ✓ Office management and administration
- ✓ Customer service and client relationship management
- ✓ Team leadership and staff supervision
- ✓ Health and safety compliance management
- ✓ Regulatory compliance management

## PROFESSIONAL SKILLS

- ✓ Diploma In Information Technology DIT form GCT Peshawar
- ✓ OSHA Certified

## PROFILE SYNOPSIS

Mr. Muqaddar Khan is an experienced professional in administration, Fleet Operation and logistics management, with over 12 years of experience in the field. He has a proven track record of developing and implementing effective training programs, performance management systems, and talent management programs that have resulted in improved employee engagement, retention, and internal promotions. Mr. Khan has also successfully led the implementation of a diversity and inclusion program that has resulted in a more inclusive and welcoming workplace culture. He is skilled in managing HSE compliance, conducting audits, and developing procedures that meet both Company policies and client requirements. Mr. Khan is an excellent communicator and collaborator, with a strong ability to build and maintain relationships with stakeholders at all levels. His expertise in administration and logistics management, coupled with his accomplishments in HR development, make him a valuable asset to any organization.

## DETAIL OF PROFESSIONAL EXPERIENCES

**Position:** Fleet Operation Supervisor  
**Organization:** Ali & Co Logistics (Pakistan Oxygen- Formerly Linde Pakistan)  
**Duration:** Sept 2020 to up to date

### *Accomplishments:*

- Implemented strategies that resulted in a significant reduction in fuel consumption and improved efficiency across the entire fleet.
- Developed and implemented a comprehensive preventive maintenance program that reduced downtime, increased fleet availability and extended the lifespan of the assets.
- Improved the quality and accuracy of operational reports, resulting in better decision-making and greater visibility into fleet performance.
- Successfully led a team of drivers and mechanics, resulting in improved employee engagement, motivation, and productivity.
- Managed the fleet budget and expenses, resulting in significant cost savings while maintaining high levels of fleet performance and safety.
- Developed and implemented safety policies and training programs, resulting in a reduction in accidents and a safer work environment.
- Improved customer service levels and satisfaction through timely and accurate delivery and responsive communication.
- Developed and maintained positive relationships with vendors, suppliers, and customers, resulting in improved service levels and cost savings.

## PERSONAL SKILLS

- ✓ Planning Strategically
- ✓ An eye for detail
- ✓ Good communicator
- ✓ Tactful & articulate
- ✓ Able to identify critical issues
- ✓ Excellent organizational skills

## LANGUAGES

- ✓ Urdu
- ✓ Pashto
- ✓ Hindko
- ✓ English

## ACADEMIC QUALIFICATIONS

### **MA Sociology**

University of Peshawar

Year: 2005 to 2007

Year: 2005 to 2007

### **Bachelor of Arts**

University of Peshawar

Year: 2003 to 2005

Year: 2003 to 2005

### **Intermediate**

Govt. Superior Science College  
Peshawar

Year: 2001 to 2003

Year: 2001 to 2003

## PERSONAL DETAILS

**Father's Name:** Qayam Shah

**D O B:** 25-April-1985

**Domicile:** Peshawar

**Nationality:** Pakistani

**Contact#:** +923009395692

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**E-mail:**

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## REFERENCES

Available on request

**Position:** HSSE Supervisor  
**Organization:** Ali & Co Logistics (Shell Project)  
**Duration:** July 2016 to June 2020

### *Accomplishments*

- Developed and implemented effective HSE policies and procedures, resulting in improved safety and environmental outcomes.
- Provided expert HSE support to Project and Operation teams, resulting in reduced risk and improved safety performance.
- Conducted regular HSE audits, resulting in improved HSE performance and a reduction in HSE incidents.
- Successfully contributed to the implementation of Company-wide HSE initiatives, resulting in improved HSE management systems and processes.
- Developed project-specific HSE procedures that met client requirements and resulted in improved safety outcomes.
- Ensured all worksites were HSE compliant with Company policies and safety standards, resulting in improved safety outcomes and reduced risks.

**Position:** Human Resource Development Officer  
**Organization:** Sarhad Rural Support Program SRSP  
**Duration:** September 2011 to June 2015

### *Accomplishments*

- Deliver training according to the predesigned training curriculum.
- Contribute to the overall quality of the project by continuously monitoring the progress of the project's outcomes and the quality and relevance of the curriculum.
- Contribute to M&E efforts in coordination with the project manager and support staff.
- Contribute to the evaluation of the curriculum at the end of the project for the purpose of enhancing the training materials for future use.
- Responsible for participant's coordination, enrolment and documentation (Attendance sheets, registration sheets, etc...)
- Participate in all assigned trainings including trainings.
- Other tasks assigned by the line manager.

## WORKSHOPS/ TRAININGS ATTENDED

- One-day workshop on "Gender Sensitization".
- Attended an exposure visit to SRSP and visited various activities.
- Attended a three-day workshop on Presentation, Communication & Conflict Management at HRDC Peshawar.
- Attended Series of seminar for the period of one month, organized by Action AID International Pakistan, with collaboration of Social Welfare & Awareness Society, University of Peshawar, in 2007.
- Participated in 7th Annual Population Conference organized by (PAP)