

## **MUHAMMAD UMAR BUTT**

House #489 Street # 28B PHA (Gate-2)  
Kurri Road Islamabad  
+92327-8694941  
bumer7899@gmail.com

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### **Objective:**

Detail-oriented and organized logistic assistant seeking to contribute strong logistical support and coordination skills, possessing a solid understanding of inventory management, supply chain operations, and effective communication with vendors and clients.

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### **Education:**

#### **Diploma in mechanical engineering**

International Islamic University  
Islamabad.  
Date: 2015- 2016

### **Matriculation:**

Diction secondary school,  
Date: 2014

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### **Skills:**

- Inventory Management
  - Supply Chain Coordination
  - Vendor Relations
  - Order Processing
  - Shipping and Receiving
  - Data Analysis
  - Problem Solving
  - Attention to Detail
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### **Experience:**

#### **Logistic Assistant**

**AL MARIAH,**  
**UAE DUBAI**  
*Year: 2021-2023*

- Managed incoming and outgoing shipments, ensuring accuracy and timeliness.
- Coordinated with vendors to schedule deliveries and resolve any shipment discrepancies.
- Prepared shipping documents and maintained detailed records of inventory levels.
- Assisted in optimizing supply chain processes to improve efficiency and reduce costs.
- Responded promptly to customer inquiries regarding shipment status and product availability.
- Managed electrical maintenance work of company
- Managed Building maintenance
- Managed Equipment maintenance

### **Warehouse Assistant**

MSCM

UAE, DUBAI

*Year 2017 - 2021*

- Provided the logistics support and Warehouse management.
- Indent supply to the company.
- Maintained the proper stock updates to supervisors.
- Managed electrical maintenance work of company
- Managed Building maintenance

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### **Certifications:**

- BMS Operator certification
- Forklift Operator Certification

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### **References:**

Available upon request.