

# NAYYER ZUBAIR

+971 50 757 6983 · nz1772@gmail.com · UAE

<https://www.linkedin.com/in/nayyer-zubair/>

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## MBA in Finance | 15+ Years' Experience in Supply Chain, Logistics & Operations | Strategic & Results-Driven Professional

MBA-qualified Finance professional with 15+ years of progressive experience across diverse industries, specializing in supply chain management, logistics, warehousing, administration, and operations. Proven track record in streamlining processes, optimizing inventory control, and coordinating effectively with suppliers and third-party partners. Strategic, proactive, and highly organized, with strong communication, negotiation, and problem-solving skills. Seeking a challenging role to leverage extensive experience and leadership capabilities to drive operational excellence.

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### STRENGTHS AND EXPERTISE

Supply Chain Management & Logistics | IT Skills (SAP Rel. 4.6 (WHM, MM, FI)) | Transportation & Distribution Management | Team Leadership & Staff Supervision | Administration & Office Management | Process Optimization & Operational Efficiency | Negotiation & Stakeholder Management | Time Management & Organizational Skills | Strong Communication & Interpersonal Skills

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### PROFESSIONAL EXPERIENCE

#### Marathon Environmental Solutions LLC. – Dubai

##### Manager Sales & Marketing

*September 2022 to till to date*

- Prepared and executed comprehensive Sales & Marketing plans to achieve business targets.
- Identified and engaged new customers through multiple channels, implementing marketing strategies to generate sales.
- Prepared comparative statements and reports for clients and management to support decision-making.
- Participated in bidding processes and contributed inputs to achieve project objectives.
- Maintained regular communication with internal and external stakeholders to monitor project progress and ensure timely updates.

#### Etihad Rail DB – Abu Dhabi – Mirfa

##### Transport Controller

*Jul 2017 - Sep 2021*

- Managed all transport and fleet operations, including vehicle maintenance, servicing, replacement, and documentation of repairs, registration, and CICPA passes, ensuring 24/7 operational efficiency.
- Led warehouse operations for signaling and communication materials, optimizing storage and distribution of sensitive and high-value items, earning "Best Warehouse of the Site" recognition.
- Developed and implemented company policies and procedures, including material receiving, hazardous material handling, refueling operations, forklift operations, movement plans, and Safe Systems of Work (SSOW).
- Conducted COSHH risk assessments for hazardous products and applied extensive knowledge of fleet, infrastructure, and turnout spares, locomotives, wagons, and bogies to maintain operational safety and compliance.
- Coordinated with multiple departments and external stakeholders, fostering strong working relationships, ensuring safety compliance, and mentoring team members to achieve operational targets.

## PROFESSIONAL EXPERIENCE

### **NSCC Int'l Ltd. Abu Dhabi – UAE**

#### **Project Stores Supervisor**

*Jul 2008 to Dec 2009*

- Managed a team of 60 staff across multiple sites, overseeing inventory, stock verification, and asset tracking.
- Supervised company assets, repairable tools, and handled administrative tasks for store staff.
- Implemented process improvements, including Bin Card System and transition to computerized inventory.
- Coordinated international procurement and distribution, liaising with freight forwarders and satellite stores.
- Maintained inventory records in SAP and MS Office, prepared reports for accounts and operations, and ensured branch-wide correspondence.
- Conducted staff training on effective store management and MS Office applications to enhance team efficiency.

### **The Linde Group (Formerly British Oxygen (BOC) Gases Ltd)**

#### **In-charge of Engineering Stores**

*May 1996 - Oct 2007*

- Planned and managed stock and non-stock items on a monthly and annual basis, ensuring timely completion of ordering processes.
- Coordinated international material procurement from the UK and Singapore, liaising closely with freight forwarding companies.
- Oversaw distribution of imported items across multiple satellite stores and maintained comprehensive inventory records.
- Managed documentation including Material Requisitions (MR), Goods Receive Notes (GRN), and Delivery Orders (DO), ensuring accuracy and compliance.
- Maintained Bin Cards, reconciled with ledgers, generated reports using SAP (Rel 4.6) and MS Office, and coordinated with all branches and satellite locations.

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## ACHIEVEMENTS

- Trained UNICEF and NSCC staff on warehouse management, receiving formal appreciation.
- Implemented hierarchical structure for Operations Department organization-wide.
- Conducted safety drills at sites and ERDB accommodations.

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## QUALIFICATION

- Master of Business Administration (MBA) in Finance, 1999 | The International University Missouri, Karachi, Pakistan.
- Bachelor of Commerce (B.Com), 1994 | Government Islamia Commerce College, Pakistan.
- Diploma in Information Technology, 1992 | Sindh Board of Technical Education, Module 1, Pakistan.
- IOSH Certification, 2016 | The Institution of Occupational Safety and Health, Abu Dhabi, UAE.
- NEBOSH International General Certificate in Occupational Health and Safety.
- The National Examination Board in Occupational Safety and Health, 2021 (Registered in England & Wales No. 2698100)