

Curriculum Vitae



Nayyer Zubair

Operations & Supply Chain

Professional

Warehouse / Logistic / Transport /
Inventory Management.

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OBJECTIVE

A career-oriented job in a company that provides opportunities to increase my Operational and organizational skills to add value for the organizational goal.

Personal Summary

MBA qualified in Finance with 15 years of progressive experience within diversified industries. Demonstrated expertise in supply chain management, logistics, warehousing, administration and operations. Strategic thinker with outstanding ability to ensure efficient and smooth process of operations through effective inventory control, management and liaison with suppliers & other third parties. Proactive and well organized team player with high degree of attention and strong commitment to work plus excellent communication, negotiation, organizational, problem solving and time management skills. Seeks a more challenging work profile to utilize gained experience and management skills.

PROVEN JOB ROLE

Logistic and Transport Executive

Etihad Rail DB-Al-Mirfa, Abu Dhabi September 2017 August 2021

First Rail Operator in UAE

Project Stores Supervisor

NSCC International Ltd. Abu Dhabi - UAE, Aug 2008-Dec 2009

A Pioneer of Piling Engineering and Horizontal Drilling in UAE and across the Gulf

Warehouse In Charge - UNICEF – Sukkur - Pakistan

United Nation's Company, Oct 2010-Dec 2011

Engaged with relief activities in Flood Effectives areas.

In-Charge of Engineering Stores –

May 1996-Oct 2007

The Linde Group (Formerly BOC Gases), Pakistan

BOC Gases is world leader in Industrial & Medical Gases across the Gulf

CAREER HISTORY

Etihad Rail DB – Abu Dhabi – Mirfa - From July 2017 to September 2021.

Transport Controller Responsible for all activities related to transport management. Managing the company process following accidents and incidents including the completion of relevant systems. Coordinating the service of fleet vehicles and replacement vehicles. Scheduling and arranging for due service and replacement parts of vehicles. Maintaining the record of repair/service, registration and CICPA Passes. Providing high class service to end-users by optimization of vehicle with timely and cost-effective manners. 24/7 contacts with all parties.

From **September 2014 to July 2017**

Key Achievements In charge of System Warehouse

Design and Prepared Signaling and Communication Store, where costly and sensitive material keeping and distributing to internal customer efficiently. Management Awarded "Best Warehouse of the site".

Documents Prepared - Various Documents of Company's Policies and Procedures have been prepared with Senior Logistic Manager. Actively Prepared Policy for **a)** Material Receiving **b)** Hazmat Store Handling including Daily, Weekly and Monthly Checks **c)** Refueling at UST, Pre and Post Operation Checks **d)** Forklift Operation including Pre and Post Operation Checks at site. Also prepared Movement Plan and Safe System of Work (SSOW) for various ongoing activities.

COSHH ASSESSMENT Prepared Coshh Risk Assessment for Oil and Gases Hazardous Products and got appreciation. Ample knowledge of items relating to Fleet, Infrastructure and Turnout Spares. Locomotives, Wagons, Bogies etc.

Training Completed (In-House) **a)** IOSH (Institution of Occupational Safety and Health) **b)** Personal Track Safety (PTS) **c)** Working at Height **d)** Refueling at Underground Storage Tank (UST) and Locomotive **e)** Hazardous Material Handling at Hazmat Stores(External) **f)** Risk Assessment

Coordination with other departments. Have exemplary working relationships with both internal and external customers. Internally, close contacts with various departments such as Infrastructure, Fleet and transport etc. Focusing on Safety Issues and guiding the team members to achieve the targeted results.



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Achievements

- Conducted two workshops on “Warehouse Management” for Partner’s logistics and warehouse staff at UNICEF, also Training Courses for Storekeepers and Asst. Storekeepers at NSCC Int’l. Abu Dhabi-UAE and got appreciation.
- Successfully implemented hierarchal structure of operations department in complete organization.
- Conducted various safety drills at site and ERDB accommodations.

IT SKILLS

- SAP Rel. 4.6 (WHM, MM, FI)** In-house training at BOC Gases.
- Highly conversant in FoxPro ERP systems & software installation.
- Proficient in MS Office - Excel, Word, PowerPoint Suite, Email, Internet & Web Browsing applications

Profile

Nationality : Pakistan
 Date of Birth : June 25, 1967
 Marital Status: Married
 Visa Status : Work Permit Visa
 Languages : English, Urdu, Sindhi

Project Stores Supervisor - NSCC Int’l Ltd. Abu Dhabi - UAE

From July 2008 to December 2009

Managed a Team of 25 Storekeepers & 35 Store Assistant for managing the Inventory at all project sites. Checking and verifying all the stock being transferred from sites. Keeping track records for all kinds of stock from Procurement to Site Delivery. Also shifting and record of Company’s assets such as office caravans, store containers. Making records for Repairable tools/equipment. Responsible for all types of admin issues for storekeepers such as A/Leave, Transfer etc. Organizing a Team for Manual to Computerized System. **Various changes introduce to effectively managed the stores such as Bin Card System.** Conducted Training Course for Effective Managing the site store and MS-Excl, Outlook etc. to relevant staff. Providing various reports to Accounts Department and feedback to Operations Department for Month-end closing. Continuously visiting and monitoring Project Stores.

Involved in preparation of New Computerized System which facilitate to Purchase, Accounts and Stores Department

In-charge of Engineering Stores - The Linde Group (Formerly British Oxygen (BOC) Gases Ltd) - May 96 to October 2007

Planning for Stock and Non-Stock items on monthly and annually basis. Having saleable product so ensuring the completion of Ordering Process. Receiving materials from UK & Singapore and closed contacts with Freight Forwarding Companies. Distribution of Imported items on various satellites. *Keeping track record of all the Inventory items at different stores in Pakistan and providing reports.* Signing and checking manual documents such as issuing material through Material Requisition (MR) Goods Receive Note (GRN) Delivery Order (DO) etc. Working on most expensive software SAP (Rel 4.6) and also preparing various reports on MS-Office. Maintaining Bin Cards and reconciling with ledger as and when required. Correspondence with all branches/satellites.

Al Pamayo Technical Services LLC – Dubai, Manager – Operations August 2024 – Present- Working at Fibrex Contracting Dubai

- Developed and executed comprehensive operational plans across all active project sites.
- Strategically assigned responsibilities and tasks to ensure efficient site management and productivity.
- Prepared comparative analysis reports for both clients and internal management to support decision-making.
- Conducted regular site visits to monitor progress, identify issues, and implement timely corrective actions.
- Actively involved in all aspects of project operations, offering continuous input to ensure successful outcomes.
- Maintained strong coordination and communication with internal teams and external clients to provide updates on project status and address any concerns promptly.

QUALIFICATION

Masters of Business Administration in Finance **1999**
 The International University Missouri, Karachi, Pakistan Center

Bachelors in commerce **1994**
 Government Islamia Commerce College, Pakistan

Diploma in Information Technology **1992**
 Sindh Board of Technical Education, Module 1, Pakistan

Certification in IOSH **2016**
The Institution of Occupational Safety and Health Abu Dhabi-UAE

Certification NEBOSH International General Certificate in Occupational Health and Safety **2021**
The National Examination Board in Occupational Safety and Health. Registered in England & Wales No.2698100.