



Muhammad Usman Mahmood

Procurement & Supply Chain Professional

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Date of Birth: March 18, 1993

Passport#:

Location: Lahore, Pakistan

EDUCATION

Bachelor of Commerce (B.Com) *The University of*

Punjab

2012-2016

Intermediate of Commerce (I.Com)

Govt. Dyal Sing College

2010-2012

Matric with Science Subjects

*Govt. Muslim High
School*

2008-2010

ABOUT ME

As a highly skilled professional with comprehensive experience in E commerce & PIA (Pakistan International Airlines) with many years of knowledge and expertise in Operation, Human Resource, Inventory Management, Book keeping, and Costing & Analytical Reports while ensuring compliance to regulations. it mainly included tasks performed on Amazon Vendor Central & Seller Central, Walmart, eBay, Shopify, Staples, Group On. Also having the hands-on experience of MS Offices and Google spreadsheets etc. I possess a wide range of knowledge that will allow me to contribute towards company success.

EXPERIENCE

- Assistant Manager Supply Chain & Procurement at (Ultimate Distribution) Cutting Edge International LLC (Dec-2016 to Jan 2020)
- Asst. of Dy. General Manager Ramp Services Division at Pakistan International Airline (Mar-2013 to Dec-2016)
- Computer Teacher at Leads Grammar School (Jun-2012 to Mar-2013)

RESPONSIBILITIES

Assistant Manager E-Commerce Supply Chain & Procurement at (Ultimate Distribution) Cutting Edge International LLC, Dec 2016 to Jan 2020

- Managing Procurement & SC department including Product Sourcing to agreement finalization, PO management to 3PL Fulfillment Centers & online sales channels.
- Managing service level agreements between suppliers and rental operations including the activities of RFPs (Request for Proposals).
- Monitoring E-Commerce's PSI (Purchase, Sale & Inventory) of each Product Category.
- Responsible to manage inter-company's Sale & Purchase of AMAZON & EBAY Stores of USA, Canada & UK Region.
- Handling local and International shipments along with Freight forwarders.
- Monitoring IN/OUT bound shipments and liaison with 3PL warehouses located in New York & California.
- Monitoring Vendor / Brand Matrix with consideration of competitiveness, MOQ and Lead time.
- Offer different Product categories to US, Europe, Canada, UK & Hong Kong customers based on their preferences.

FUNCTIONAL SKILLS

- Team Leadership
- Time Management
- Proposal Handling
- Inventory Management
- Forecasting
- Project Handling
- Business Planning
- Logistics Management
- Operation Management
- Business Analysis

IT SKILLS

- Advance Excel Skills
- NetSuite Oracle
- Communication Skills
- Google Doc
- Analytical Tools for Online Stores (JS, ASIN Pro, MW, Keepa, Scan Unlimited)
- FileZilla

ACHEIVEMENTS

- Established a new Procedure for Purchase Analysis with the help of NetSuite automation. Designed a process which reduces the human intervention and processing time. August 2018.
- Successfully Complete the Training of Emergency Response Planning and Human Faction. Jun 2015

REFERENCE

Reference will be furnished on demand.

- Liaison with East & West Coast (USA) 3PL warehouses and freight forwarders to ensure the SC operations in timely manners.
- Help IT to develop reports for quick analysis and Auto run process to meet changes in reporting.
- Strong analytical and data manipulation skills. Proficient use of Microsoft office applications (*Advanced Excel skills*).
- Reporting to Manager & GM to keep them informed about the business situation.
- Monitoring every aspect of SC operation to ensure effectiveness & accuracy with proper fashion.

Asst. of Dy. General Manager Ramp Services Division

at [Pakistan International Airline \(PIA\)](#), Mar 2013-Dec 2016

- Responsible to Maintain the record whole staff of department with coordination of HR department & Payroll.
- Maintain the attendance record and update on daily & monthly basis on Time Management System (TMS) of all RSD staff.
- Responsible to Maintain the Salary sheet on Monthly basis with the help of leave record of departmental staff and submit to HR/ Payroll for timely salary.
- Responsible to Maintain the record and maintenance record of whole equipment Including department and other department Vehicles of RSD Lahore.
- Update Online Vehicle Serviceability with coordination of all sectors on daily basis and send the report to head office daily before closing office activities.
- Follow up and Updating of Civil Aviation Authority (CAA) and Airport Security Force (ASF) Yearly Passes of Vehicle and Passes of departmental staff.
- Coordinate with all department of RSD Lahore for Daily, Regularly and Annually Maintenance of other department vehicles.

Teacher of Computer

at [Lead Grammar School](#), Jun 2012-Mar 2013

- Worked as Teacher of computer and Teach the computer to 4 to 9 Class.