



MEHMOOD SHAH

CONTACT

Pakistan

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EDUCATION

Matriculation

Peshawar Board

Intermediate: Commerce

Govt. College of Commerce & Economics, Karachi

Part-I Cleared

PROFESSIONAL SUMMARY

A self-motivated, energetic, and result-oriented professional with over six years of experience in business operations. Skilled in team management, customer service, budgeting, forecasting, health and safety compliance, administration, and logistics coordination. Adept at handling diverse operational challenges and ensuring seamless workflow across departments.

SKILLS

- Technical Skills: MS Office (Word, Excel, PowerPoint, Advanced Excel), Internet & Email, ERP & MIS Systems.
- Soft Skills: Team Management, Team Work, Office Administration, Logistics Coordination.
- Digital Marketing

EXPERIENCE

December 2010 - Current

Administration, Fleet Management, Supply Chain, Logistics Coordinator, Zia Group

- Arrange transportation to/from site locations, rate negotiation, and documentation. Arrange cranes for loading and unloading, and supervise loading and unloading operations at warehouses, yards, and sites. Coordinate with the HSE Department to fulfill all HSE requirements. Coordinate with Departments loading and unloading activity.
- Supervision of loading and unloading processes at yards, warehouses, and site locations, ensuring safe handling practices.
- Mobilized 300+ Porta Cabins to Reco Diq Mining Company, Balochistan during the last 6 months of 2025.
- Managing supply schedules and Coordinate with Grocery Store, Engineering Store, Meat Department and Facilitation Center, budgeting, and forecasting.
- Then prepared supply schedule and allocate the vehicle for supply.
- Prepared CRF for cash of Supplies trip expenses and submit accounts Department.

- Perform Pre inspection checklist of trucks and allocation the vehicle inspection.
- If vehicle fit to journey, give loading Plan to loading depart.
- After Clearance the store driver take cash against TAF (Travel Approval Form) for trip expenses example Fuel, tool tax, Food etc
- Daily staff transportation services
- Supervision of loading and unloading activities, ensuring safe and efficient material handling.
- Ensuring compliance with HSE, HACCP, and ISO standards.
- Coordination between departments, supply chain, Vendors, and clients for smooth operations.
- Overseeing deliveries to remote areas and ensuring timely dispatch.
- Give Journey Management Plan to Driver and Email to Client
- Preparing and implementing Journey Management Plans (JMP) to ensure safe transport in compliance with company policy. Developing and executing Journey Management Plans (JMP) in accordance with company safety protocols and remote operation's needs.
- Monitoring fleet Performance, fuel consumption, route efficiency, and vehicle maintenance schedules.
- Implementation of RTMS (Road Transport Management System) as per United Energy Pakistan (UEP) standards, including:
 - Fleet Monitoring Procedure of United Energy Pakistan
 - Driver Management
 - Driver competency evaluation
 - VTS Daily Non-Compliance Log
 - VTS Monthly Non-Compliance Report
 - VOC Monthly Random Monitoring Report
 - Driver GCM Record Sheet and Toll Box talk
 - Vehicle fitness & documentation
 - Journey risk assessments
 - Road mapping and Authorized Routs
 - Driver evaluation and safety training
 - Vehicle documentation and fitness
 - Journey planning, risk assessment, and trip closure
 - Daily, weekly, and monthly compliance reporting
 - Compliance reporting and audits
- Ensuring installation of vehicle GPS trackers, monitoring real-time location data, fuel consumption, speed, route devotion, and preparing tracker-based performance reports and submit to HSE department.
- Supervise vehicle workshop operations, including scheduling, Oil change, preventive maintenance, managing repairs, and handling breakdowns.

- Arrange and maintain spare parts inventory to ensure timely vehicle servicing.
- Perform and document monthly and daily pre-inspection checklists to confirm truck fitness before loading.
- Ensure vehicle availability and reliability for critical operations, minimizing downtime and optimizing fleet performance.
- Arrange third party Certifications of Truck, Proper maintenance Before third Party Certification.
- Manage office supplies and maintain updated inventory records
- Shift inch age for Staff, transportation contracts
- Oversee housekeeping activities and assign workforce responsibilities accordingly
- Prepare Journey Management Plans and coordinate staff travel and movements
- Supervise staff accommodation facilities and manage related housekeeping services
- Organize and conduct training for administrative and logistics personnel
- Coordinate with third-party certification trainers and maintain training records
- Arrange senior staff site visit plans and communicate schedules to clients via email
- Conduct Defensive Driving Courses (DDC) for drivers
- Maintain and update the staff database regularly
- Record and track staff leave plans and ensure proper documentation
- Zia Group provides exceptional services in multiple domains, including industrial catering & camp management, manpower supply, civil, electrical & mechanical engineering, portable cabin manufacturing, heavy mechanical fabrication, and pre-engineered building solutions. The company serves major oil & gas exploration projects in remote and challenging areas of Pakistan and overseas.
- Key Responsibilities Logistic

March 2007 - 2009

Import & Sales Coordinator, Tyre Sales Corporation

- Handling imports documentation and Stablish L/C Ffinalization with banks.
- Coordinating with foreign clients, shipping agencies, and customs agents.
- Update shipping Position Sales and marketing Department
- Manage inbound and out bond.
- Managing import duties, sales tax, and income tax payments.
- Updating shipment positions and inventory reports.
- Inbound and outbound from Government warehouses

- Shipping and receiving procedure and materials handling procedure
- Maintaining price lists and brand comparisons.
- Recording all transactions in the MIS system.
- A leading importer of Apollo Tyres (India) and Shaheen Brand Tyres (China).
- Key Responsibilities: