




NAME SHAUKAT MAHMUD



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Major Area of Expertise

- **Project Manager:** Planning, Designing, Organizing, and overseeing the execution of projects (voice and data) from start to finish, ensuring the completion on time, within budget, and meets the desired outcome.
- **Technical Expert:** Auditing ,Accounting logistic Import export, warehousing ,Supply Chain Management.

2012-Present	Al-Majdouie 
2016 TO TILL ...	PROJECT AND INVOICES CONTROLLER(IMPORT AND EXPORT,WHAREHOUSE) 
	<p>Receiving Port Documents Door to Door,Door to Port or Port to Port (BILL OF LADING ,PACKING LIST AND COMMERCIAL INVOICE,EXPORTER,IMPORTER LICENSE INF) and forward to port for initial bayan(custom Declrication form) and import duty with HS qoude to complete all forwmaily of shimpents ,as inspection complete contact shipping line to issue deliver order to move cargo form port to concern site accourding to packing list with using of flatbed ,lowbed ,open top, axles trailers(In case over dimation cargo) .</p> <p>Continues follow up with client during that process to avoid demmorage ,storge or detention .</p> <p>As complete of delivery to update all expences in client ledger account in debit credit form and forward to client invoice with all details till payment process.</p> <p>Maintaine all record of advance paid duty ,expenses and recoveries to close income statement and smooth cash flow circle.</p> <p>COMPLETE PROJECTS</p> <p>SEPCO CHINA POWER PLANT JIZAN PROJECT SAUIDA ARABIA</p> <p>AIR PRODUCT GES PLANT JIZAN SAUDIA ARABIA</p> <p>HAN POWER PLANT YANBU SAUDIA ARABIA</p> <p>DOOSAN HEAVY INDUSTIRES POWER PLANT RABIGH SAUDIA ARABIA</p> <p>MITSUBISHI HEAVY INDUSTRIES JAPAN RABIGH POWER PLANT SAUDIA ARABIA .</p> <p>VESTAS WIND ENERGY PROJECT ,DUMAT AL JANDAL SAUDIA ARABIA.</p>
2012 TO 2016	LOGISTIC OFFICER 
	<p>Arrange fleet to transport cargo form port , local site and deliver concern place as Client require , also arrange if requirie crane ,forklift ,stand by.</p> <p>Arrange storge whare house if client require because of any reson if site not ready to receive cargo , day ,week ,or montly basis.Arrange all material LIFO AND FIFO method with proper mechanism and udpate in concern head ledger expenses , for income statement process.</p>

2009 TO 2012	AZIZ GROUP OF COMPANIES PAKISTAN Asia industries Sdn Bhd(Malaysia) AZIZ GROUP PROJECT	
2010 to 2012	AS AN ASSISTANT ACCOUNTS AND PROJECT MANAGER	
	<p>Prepare all kinds of vouchers CP, JV, BR&BP.</p> <p>Manage all types of finance that's require project.</p> <p>Daily, weekly, monthly, controls of all working charts.</p> <p>Visits of all sites to make necessary arrangements.</p> <p>Complete project within the contract date.</p> <p>Control closing of all activities.</p>	
2009 to 2010	AS An Internal Auditor	
	<p>To handle all the problems of project according to the rules of organization and customer.</p> <p>Checking vouchers CP, JV, BR&BP.</p> <p>Checking all material of store.</p> <p>Verifies Purchase order and invoices.</p> <p>Any other special assignment as and when required by higher management.</p> <p>Checking bank documents is like a bank guarantee.</p> <p>Prepare and verify the company Expenses.</p> <p>Verify the sales team's expenses at company limit.</p>	

ACADEMICS			
YEAR	INSTITUTE	DEGREE	CORE AREAS
2007 - 2009	ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD	MBA BANKING AND FINANCE VERIFIED SAUDIA ARABIA Verified(16 years Degree)	BANKING AND FINANCE
2006 - 2007	BAHAUDDIN ZAKARIYA UNIVERSITY MULTAN.	BACHELOR OF ARTS VERIFIED SAUDIA ARABIA Verified(14 years Degree)	

CERTIFICATIONS		
Institute	Certificate	Core Area/ Product
MELI (Middle East Logistic Institute	Thinking and Resolving Problem	Critical issues.

SKILLS

Project Management: Friendly Team Leadership, Effective Communication, Project Time management, Risk management for unforeseen events, Budget management, technical expertise, Problem-solving. Moreover, use of various tools and techniques to ensure completion on time, within budget, and to the satisfaction of stakeholders.

SOFTWARE: Orcal Software (ERP ,EMAD APPLICATION).Proficient in MS Office (Ms. Word, MS Excel, Power points, drafting ,data reconciliation.

Troubleshooting: Expert level of problem handling and troubleshooting using different tools like Auditing, Cash flow(Accounting) ,FIFO ,LIFO(storing date method).

REFERENCE:

References are available upon request.