



Adnan Rafique

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ABOUT MYSELF

Supply Chain, Logistics, Warehousing, Procurement / Contracting, Transportation & HRM

Accomplished **Logistics professional** with **13+ years** of expertise in **Supply Chain** operations, achieving **20%** cost reductions in **Procurement** and **99% Inventory accuracy**. Proficient in **Human Resource Management, Budgeting**, optimizing **Transportation Fleet performance**, managing **Large-Warehouses** with diverse goods, and enhancing **accommodation** facilities for **500+** personnel. Led **feasibility studies, inquiries, cost evaluations**, and **security setups**. Strong analytical skills with extensive training in logistics, auditing, safety, and industry standards.

WORK EXPERIENCE

 **GOVERNMENT OF PAKISTAN – ISLAMABAD, PAKISTAN**

DEPUTY DIRECTOR / SENIOR MANAGER (EQUIV.) – 2016 – 2025

Built on 5+ years of foundational experience, I excelled in the **next 8+ years** by delivering measurable results in key areas of complex **Supply Chain and Logistics** operations:

Transportation Fleet Management:

- Directed **400+ vehicles & 200+ drivers**, increased efficiency by **20%** by optimizing utilization and maintenance schedules. Lessened downtime by **15%** through proactive inspections and compliance audits.

Procurement, Warehousing & Distribution:

- Cut procurement costs by **15%** through vendor negotiations. Achieved **99%** inventory accuracy, eliminating waste by **25%**. Redefined warehousing operations, increasing storage capacity utilization by **30%** through layout optimization and digital inventory solutions. Accelerated delivery times by **25%** via streamlined logistics. Managed a varied range including **Metals, Chemicals, Fuels, Clothing, Fresh, Dry & Frozen food** articles.

Budgeting:

- Consistently delivered projects within budget, reallocating resources to achieve **15%** annual savings. Administered **\$100M+ in Contracts and Budgets**.

Human Resource Management:

- Reduced turnover by **20%** through revamped recruitment and development programs. Resolved **95%** of workplace conflicts, enhancing team performance of **1000+ personnel** through **50+ training** programs.

Headquarters Coordination:

- Spearheaded inter-organizational conflicts resolution, addressing issues which remained unresolved for **10+ years** and improving operational alignment. Influenced strategic decisions, leveraging **data-driven** insights to support high-level planning and enhanced organizational efficiency.

 **GOVERNMENT OF PAKISTAN – ATTOCK, PAKISTAN**

ASST. DIRECTOR / MANAGER (EQUIV.) – 2011 – 2016

Built a solid foundation in logistics and operations management for over **5+ years**, driving measurable improvements in managing **large-scale Warehouse Management:**



Diverse Goods Handling: Successfully managed **90 thousand plus** active inventory items in **10+ huge warehouses** with a total storage capacity exceeding **800,000 square feet**, including **Metals, Plastics, Wood, Rubber, Chemicals, Fuels, Clothing, and Scrap**, ensuring seamless operations and **100% compliance** with safety protocols and operational standards.

Hazardous Materials Safety: Reduced incidents by **20%** by enforcing strict safety protocols and segregation measures for hazardous and sensitive goods.

Lifecycle Management: Improved stock condition monitoring, extending the lifespan of temperature-sensitive items and reducing spoilage by **15%**.

Inventory Accuracy: Achieved **98%** inventory tracking accuracy by conducting regular audits and implementing automated inventory control systems.

 **GOVERNMENT OF PAKISTAN** – ISLAMABAD, PAKISTAN

SECURITY AND MANAGEMENT – 12/2011 – 01/2025

Alongside core logistics duties, I gained extensive experience in **Kitchen** operations, **Accommodations** for **500+ personnel**, **Sports** facilities, **Project** planning, 24/7 CCTV **Security** protocols, and **Inquiries**, leveraging analytical expertise for **Feasibility** surveys, **Cost evaluations**, and **Incident resolutions** with actionable outcomes.

EDUCATION AND TRAINING

2024 – 2025 United Kingdom

DIPLOMA (LEVEL 7) IN "LOGISTICS & SUPPLY CHAIN MANAGEMENT" OTHM, UK

Website <https://othm.org.uk/>

2015 – 2017 Pakistan

MASTER OF BUSINESS ADMINISTRATION (EXECUTIVE) Comsats University

Website <https://www.comsats.edu.pk/>

2009 – 2011 Pakistan

BACHELOR OF SCIENCE (AERO SCIENCES) Peshawar University

Website <http://www.uop.edu.pk/>

LANGUAGE SKILLS

Mother tongue(s): **URDU** | **PANJABI; PUNJABI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C1
ARABIC	A2	A2	A2	A2	A2
FRENCH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

SKILLS

Office tools

Google Workspace (Google Drive, Google Docs, Google Slides, Google Sheets, Google Forms) | Microsoft Office (Access, Excel, Word, Outlook, PowerPoint, Publisher)



Social Media Platforms

Social media management (Facebook, Twitter, LinkedIn, YouTube, Instagram) | X (formerly Twitter)

Graphic Designing & Video editing

Adobe Photoshop, illustrator, AI | Filmora X (Movie Maker and Editing)

PROJECTS

Complete Relocation of Large-Scale Warehouses (90 thousand Inventory, 100% Accuracy)

July to Sep 2021 (2.5 months)

Emergency Transportation Support Operation (100+ vehicles, 80+ Drivers, 20 Locations)

May 2018 (1 month)

Auction / Disposal of Scrap & Surplus Stores (100+ Tons of metals, plastics, wood, rubber, chemicals)

March 2014 (1 month)

HOBBIES AND INTERESTS

Growth in SCM & Logistics field

Continuous Personal Development

Sports & Gardening

Books reading

CERTIFICATIONS / COURSES / WORKSHOPS

Project Management Professional (PMP)

PMI, USA
under process

Lean Six Sigma Black Belt

CSSC, USA
under process

NEBOSH IGC & IOSH

UK
under process

OSHA 30

OSHAA, USA
2025

ISO 9001 : 2015 QMS LA

LICQual - UK
2025

ISO 14001 : 2015 EMS LA

LICQual - UK



2025

ISO 45001 : 2018 OHSMS LA

LICQual - UK
2025

Business Analytics (Power BI & Excel)

Analytix Camp, Pak
2025

SAP MM S4 HANA Consultant Level

DTS, Pak
2025

Supply Chain Management

LUMS, Karachi, Pak
2024

Premium Graphic Designing & AI

YETP, Lahore, Pak
2024

United Nations Logistics Officers Course (UNLOC)

Port Dickson, Malaysia
2024

Advance Logistics Course

SOL, Kohat, Pak
2018

Halal Meat Awareness & Process Program

Red Cow Meat, Lahore, Pak
2017

Internal Auditor Course AS 9100 REV 'C' STANDARD

MRF, Kamra, Pak
2014

Presentation Skills for Managers

PIM, Lahore, Pak
2013

Automated Logistics Management System (Enterprise Version)

ILM, Rawalpindi, Pak
2013

Textile Materials & Testing

NTU, Faisalabad, Pak
2012



Fire Prevention & Safety Course for Industries

NIFT, Islamabad, Pak
2012

Logistics & ALMS (6 months)

SOL, Kohat, Pak
2011

● COMMUNICATION AND INTERPERSONAL SKILLS

Teamwork oriented & Problem Solver

Goal-oriented & Optimistic

Organizing & Decision making

Good Listener & Communicator

Adaptable & Analytical

Time Management & Attention to Details
