

M. Ahmad Nazir

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PROFILE SUMMARY

Dedicated and results-oriented operations professional with strong experience in order picking, inventory handling, and team supervision. Skilled in managing daily workflows, coordinating teams, and maintaining accuracy and efficiency in high-pressure environments. Currently excelling in fleet management with expertise in driver coordination, route planning, vehicle monitoring, and performance tracking. Known for problem solving, leadership, and ensuring smooth operations with a focus on productivity, safety, and timely execution.

EMPLOYMENT

Operations Supervisor (Logistics)

Alfarida Company (Sub Contractor)

Feb. 2026 – Present

Riyadh, Saudi Arabia

- Supervised daily logistics operations and monitored rider performance to maintain high service quality.
- Managed rider attendance, duty schedules, and shift planning to ensure stable operational capacity.
- Coordinated order allocation and optimized rider positioning in high-demand zones for timely deliveries.
- Prepared operational reports including order success metrics, working hours, and rider productivity analysis.
- Resolved rider issues related to IDs, applications, and general on-ground operational bottlenecks.
- Communicated with management and riders to maximize workflow efficiency and compliance with company policies.
- Handled urgent operational challenges and managed customer delivery escalations effectively.

Team Leader – J&T Express (Sub Contractor)

Project-Based / Short-Term Assignment

Jan. 2026 – Feb. 2026

Riyadh, Saudi Arabia

- Supervised and coordinated a small team of delivery and warehouse staff, ensuring smooth daily operations.
- Managed parcel sorting, assignment, and timely dispatch, maintaining high accuracy and efficiency.
- Monitored team attendance, performance, and adherence to safety protocols.
- Provided on-the-job training and guidance to new staff for proper understanding of operational procedures.
- Acted as a point of contact between staff and senior management, reporting progress and operational challenges.
- Assisted in planning shift schedules and resource allocation to meet delivery targets.
- Ensured compliance with company policies, traffic regulations, and safety standards.

VIP Chauffeur / Marshal / Coordinator

Project-Based Assignments

Freelancer 2025

Saudi Arabia, Riyadh

- Delivered secure, professional, and confidential transportation services for VIP clients, ensuring punctuality and comfort.
- Served as Marshal for multiple local projects, effectively managing crowd control and enforcing safety protocols.
- Coordinated project logistics, including planning, scheduling, and allocation of resources for seamless execution.
- Conducted route planning and real-time navigation to optimize travel efficiency and respond dynamically to traffic.
- Maintained vehicles at the highest level of cleanliness, operational readiness, and mechanical inspection standards.
- Acted as a liaison between clients, site managers, and local authorities to ensure clear communication across stakeholders.

Order Picker (Grocery & Retail Fulfillment)

Keemart (Sub Contractor) — Riyadh, Saudi Arabia

April 2025 – May 2025

Saudi Arabia, Riyadh

- Picked and packed grocery and retail items accurately, ensuring correct SKU selection and timely order fulfillment.
- Utilized handheld scanners and WMS systems to reduce order errors and improve picking efficiency.
- Maintained proper handling standards for fresh, frozen, and dry items during picking and packing.
- Coordinated with dispatch and delivery teams to ensure smooth and timely order handovers.

Delivery Associate (Food Delivery – Last Mile Operations)=**Jan. 2025 – Mar. 2025***Keeta (Sub Contractor)**Riyadh, Saudi Arabia*

- Executed last-mile food delivery operations across assigned Riyadh zones, ensuring timely and accurate order fulfillment.
- Utilized mobile dispatch applications and GPS navigation for efficient route execution and reduced delivery time.
- Maintained high service standards by ensuring safe food handling and professional customer interaction.
- Coordinated with restaurant partners and dispatch teams to minimize delays and ensure smooth order flow.

Market Operations (Grocery & Retail Store Fulfillment)**Jul. 2023 – Aug. 2024***Talabat (Sub Contractor)**Doha, Qatar*

- Managed on-ground order fulfillment operations across 4 major retail partners, ensuring fast and accurate picking.
- Performed in-store order picking with focus on correct SKU selection, expiry checks, and fresh item handling.
- Acted as a team leader inside the stores, coordinating picker movements and maintaining smooth operational workflows.
- Coordinated closely with riders and dispatch to ensure timely pickup and zero wait-time to support rapid delivery SLAs.
- Optimized picking routes inside each store layout, improving picking speed and increasing overall order throughput.

Operations & Fleet Coordinator (Logistics / Delivery Management)**Jan. 2023 – Jun. 2023***Rafeeq (Sub Contractor)**Doha, Qatar*

- Managed daily logistics and delivery fleet operations including driver assignment, route planning, and scheduling.
- Monitored vehicles in real time via GPS tracking apps, managing fuel usage, idle time, and productivity.
- Resolved operational issues such as delayed routes, location difficulties, and delivery workflow bottlenecks.
- Prepared fleet performance reports including delivery success rates, turnaround times, and driver KPIs.

Grocery Order Picker (Quick-Commerce / Warehouse Operations)**Dec. 2021 – Dec. 2022***Sonunu (Sub Contractor)**Doha, Qatar*

- Picked and packed grocery items fresh, frozen, and dry while maintaining temperature-specific handling and accuracy.
- Ensured correct SKU selection using scanners and WMS systems, effectively reducing order errors and returns.
- Supported replenishment activities for high-demand items, maintaining proper shelf arrangement and stock availability.
- Assisted loading and dispatch teams to meet express delivery timelines and preserve smooth order workflows.

COURSES

MS Office

SKILLS & COMPETENCIES

Core Competencies: Fleet Operations Management, Driver & Rider Scheduling, Route Optimization, Inventory Control, Team Leadership & Supervision, Workflow & Process Improvement, Performance Monitoring & Reporting, Operational Problem Solving, Safety & Compliance Management

Tools & Technologies: Pelican - Talabat Picker App, Sonunu Order App, Handheld Barcode Scanners (PDA), WMS Systems, Store POS Systems, GPS & Fleet Tracking Software, Microsoft Excel / Google Sheets, WhatsApp/Teams (Ops Communication)

Languages: English, Arabic