

Hamza Mahmood

Supply Chain Coordinator

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Personal Statement

Supply Chain Coordinator with 2+ years of experience coordinating end-to-end supply chain, procurement, logistics, and inventory operations across the UK and international markets. Holds an MBA in Supply Chain Management from the University of East London, with expertise in supplier relationship management, demand planning, inventory control, and logistics coordination. Proficient in SAP ERP, ERP systems, and Advanced Microsoft Excel, with a proven ability to optimise processes, monitor KPIs, and improve operational efficiency. Experienced in managing purchase orders, shipment tracking, freight coordination and supply chain documentation whilst ensuring compliance and service excellence. Detail-oriented professional with strong stakeholder management and problem-solving skills, committed to driving operational excellence.

Education

MBA in Supply Chain Management | University of East London, UK | 2025 – 2026

BSc in Management & Science in Supply Chain Management | National College of Business Administration and Economics, Pakistan | 2020 – 2024

Skills & Expertise

Supply Chain, Procurement & Logistics: End-to-End Supply Chain Coordination | Procurement Coordination | Supplier Relationship Management | Purchase Order Management | Strategic Sourcing | Inventory Management | Stock Replenishment | Demand Planning | Logistics Coordination | Freight Management | Warehouse Operations | Transport Planning | Shipment Tracking | Import & Export Documentation | Reverse Logistics | Order Fulfilment | Supply Chain Optimisation | Cost Reduction | Supplier Performance Management

Systems, Planning & Data Analysis: SAP ERP | ERP Systems | Microsoft Excel (Advanced) | Microsoft Office Suite | Inventory Reporting | KPI Monitoring | Supply Chain Analytics | Demand Forecasting | Data Analysis | Performance Reporting | Process Improvement | Inventory Reconciliation | Operational Planning | Documentation Management

Operations, Compliance & Professional Skills: Cross-Functional Collaboration | Stakeholder Management | Customer Service | Contract & Vendor Coordination | Supply Chain Compliance | Health & Safety Compliance | Problem Solving | Communication Skills | Negotiation | Time Management | Attention to Detail | Organisational Skills | Adaptability

Work Experience

Knightsbridge International Real Estate, London, UK

Nov 2025 – May 2026

Operations & Process Coordination

- Coordinated end-to-end operational processes, streamlining workflows and improving efficiency, consistency, and the timely delivery of business activities.
- Analysed operational and CRM data to maintain data accuracy, generate actionable insights, and support informed business decision-making.
- Strengthened client and stakeholder relationships through effective communication, proactive issue resolution, and seamless cross-functional collaboration.
- Produced accurate operational reports, maintained comprehensive documentation, and ensured compliance with organisational policies and quality standards.
- Drove continuous process improvement initiatives by identifying operational inefficiencies and implementing practical solutions that enhanced service delivery and overall operational performance.

Plaza Removals Ltd, London, UK

Feb 2025 – Sep 2025

Supply Chain & Logistics Coordinator

- Strengthened supplier and procurement performance by coordinating sourcing activities, expediting critical orders and maintaining continuity of supply to support business objectives.
- Directed end-to-end supply chain coordination, ensuring uninterrupted material flow, optimised resource availability and the efficient execution of operational requirements.
- Orchestrated domestic and international logistics operations, ensuring compliant, cost-effective and timely transportation of goods across multiple distribution channels.

- Enhanced shipment visibility and service reliability by proactively tracking freight movements, resolving logistics issues and maintaining effective communication with carriers, customers and internal stakeholders.
- Optimised logistics performance through effective management of transport documentation, freight cost verification and reverse logistics activities, supporting operational resilience and high service standards.

Fatima Group, Pakistan
Supply Chain Coordinator

Apr 2024 – Sep 2024

- Managed inventory control, demand planning and stock replenishment activities, optimising product availability whilst minimising excess inventory and supporting uninterrupted operations.
 - Coordinated with suppliers, freight forwarders and logistics providers to manage shipments, resolve delivery issues and maintain high service standards and supplier performance.
 - Prepared, verified and maintained purchase orders, shipping documentation, invoices and ERP records, ensuring data accuracy, regulatory compliance and efficient supply chain administration.
 - Collaborated with procurement, warehousing, production, sales and finance teams to streamline supply chain processes, monitor operational performance and support business decision-making through accurate reporting.
 - Identified and implemented continuous process improvements, investigated supply chain discrepancies and maintained compliance with organisational, health, safety and environmental standards.
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