## Mohammad

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*Personal Summary :*

A multi-skilled hardworking and efficient store/warehouse in charge with proven track record of ensuring the smooth functioning and running of all store/warehouse concerning activities Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing comprehensive understanding of material/stock management techniques and inventory control methods and procedures.

*Professional Summary:*

**More than 13 Years UAE Experience in Store/Warehouse Management, Logistics Management for effective Inventory Management & Control at Store/Warehouse.**

* Completed **MA (History)** from Allahabad University India-1993
* Achieved **Bachelor in Arts (History)** form Allahabad University India-1991.
* Achieved **Intermediate Certificate**, from UP Board in 1986.
* Achieved **High School**, from UP Board in 1984.

*Academic Qualification:*

## Professional Qualification:

* Good command over Excel and MS Word.
* Worked on ERP, (Oracle) & (Right) inventory Codification level.
* Well familiarize with MS Windows and network environment. MS Office and Basic Computing. Efficient, Able and Competent to work in more challenging and demanding work environment.
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## Career Profile:

* Skilled, qualified and professional administrator with proven track record of maintainingInterface directly with customers to provide assistance and resolve problems.
* Supervise product inventory; verify quantity and quality of products received.
* Handle scheduling of employees and related personnel issues.
* Supervised all daily functions of store activity to ensure customer satisfaction
* Responsible for maintaining customer service, maintaining cash controls,
* Purchasing and maintaining the store facilities.

## Work Experience:

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| **(Feb 2013 to Till date *)*** working as **Store keeper** in a **Haven Fire & Safety L.L.C. Dubai** UAE under the guidance and supervision of a chief Accountant involved in moving stock around manually and with right ERP system carrying out all orders effectively.  **(April 2008 to Feb 2013*)*** working as **Store In charge** in a PAL Technology part of the reputed **PAL Group of Companies, Abu Dhabi UAE** under the guidance and supervision of a warehouse manager involved in moving stock around manually and carrying out all orders effectively.  ***(*Sept. 1999 to March 2008) As a Store keeper** in **Arabian Can Industry L.L.C. Dubai** large scale  Manufacturing Company of the reputed Al Ghurair Group Dubai UAE***.*** Under the guidance and  Supervision of a warehouse manager or supervisor involved in moving stock with Oracle system. |  |
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| Key Responsibilities: | |

* Supervise entire warehouse, Plan and control all shifts operational areas according to the Store/warehouse management.
* Supervise all store/warehouse operations like (Loading, unloading, Packing, Picking and Dispatching) with Material Requisition and with job order.
* Executive incoming and outgoing shipments/deliveries with job order.
* Raise timely and relevant reports shipments and update the system for incoming shipments.
* Responsible for inventory control, planning and organizing stock level with ERP system
* Receipts and dispatches of goods as per customers demand.
* Organize quarterly stock count, follow up on ISO and HSE standard.
* Coordinate with customers and sales & Marketing Manager & business development manager.
* Organize delivery, packing and loading of all outgoing stock and ensure proper documents.
* Prepare a daily stock movement report to the chief accountant & Admin manager.
* Schedule all export/import shipment as per the requirement of sales department ensure that the containers are properly loaded with required them.
* Material received against with purchase order request with quantity & quality & with job Order.
* Material Issued against with material request slip approved by authorized person with job Order.
* Always keep material in store in proper place with codification.
* To arrange daily Basis Delivery’s and monthly Inventory report to the higher management.
* Every day physical checking consumable & non Consumable items with store staff.

**Stores/Warehouse Management**

* Receiving, moving, checking and strong incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality.
* Packing and labeling products before they are dispatched.
* Conducting Stock Verification and relevant Documentation maintaining the stock without variance by Receipts, Issues, Accounting and Inventory movements.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory process are completed on the same day.
* Warehouse pallet Space –ensuring their effective utilization.

**Inventory Control**

* Inventory control-materials handling, store, receiving & Issuing, Quality check of materials through the concerned, continuity of supply, good suppliers’ relation and customer service.
* Good knowledge of different type of store materials like spare consumables, electrical and mechanical, stationery and daily consumption items for office and plant.
* Daily basis reporting to purchase Dept and Accounts, regarding pending and movements of materials, and preparation of G.R.N. against the inventory items.
* Preparing monthly reports and stock statement for management on inventory items with Right ERP system.

**Personal**

* Accomplished an exemplary track record of achieving Targets.
* Successfully executed all types of work and achieved excellence.
* Able to work independently & A good team player.
* Willing to work overtime at short notice.
* Excellent presentation and public speaking skill.

**Personal Profile**

* Date of Birth - 26th June 1972
* Nationality - Indian
* Marital Status - Married with Two daughters
* Languages Known - English, Hindi, Urdu and Arabic