**MINHAJ MASHKOOR**

**Senior level assignments in Warehouse Management / Inventory Management with an organisation of repute**

**SNAPSHOT**

* *A competent professional with* ***Over 19 years*** *of Core experience in Warehouse Management, Inventory Management, Quality Assurance and Team Management.*
* *Almost* ***13 Years*** *Associated with Giant steel Manufacturing Industries Like* ***Qatar steel Co. QASCO, UNISTEEL Kuwait and Tata Iron and Steel Industries in India*.**
* **Presently associated with Al-Khayyat Contracting Co. (UCC Power Holding Group)** Company **as Sr. Manager Warehouse and Inventory Division**.
* Deft in implementing systems & procedures with proven ability to maximize efficiency in operations.
* Proficient in steering bottom line profitability by ensuring optimal utilization of available resources.
* Handling customer service operations& ensuring quick redressal of client issues.
* Ensuring efficiency in operations & timely achievement of targets. Possess excellent relationship management skills with experience in statutory compliances & smooth business operations.
* **Working and Implementation Experience in different Software for Inventory Management as follows.**
* **Oracle Cloud base**
* **SAP R/3 and WMS.**
* **Microsoft Dynamics Ax**
* **SUNsystem with Vision reporting tools.**
* **Oracle 11i Inventory Managements with discoverer support tools.**

**AREAS OF EXPERTISE**

* Warehouse Management
* Inventory Management
* Quality Assurance
* Storage
* Man Management
* Client Relationship Management
* Planning warehouse operations of receipt, storage, inventory control and monitoring inbound logistics.
* Implementing quality systems procedures the organisation to reduce rejections & ensure zero defect products.
* Making effective use of cost analysis tools in support of strategic sourcing process, procurement costs, cost reduction metrics and bottom line performance indicators.
* Ensuring accurate stock record through cycle count and daily stock level reports.
* Assortment, distribution, outbound logistics and proper documentation.
* Ensuring optimum inventory to achieve cost savings without hampering the projects works.
* Handling customer centric operations & ensuring customer satisfaction by regular analysis and up gradation of delivery & service quality norms.

**ORGANISATIONAL DETAILS**

**Since July’11 as Sr. Manager Warehouse and Inventory Division**

**Projects Handled:**

* Developed Policy and Procedure as it is newly established company in Qatar.
* Taking active participation in new software Implementation project (Microsoft Dynamics Ax) for Procurement and warehouse.
* Implementing new Formats and report to make sure smooth running of Warehouse operation.
* Established and organized Central Warehouse with racking system and Handling facility.
* Currently in migrating software to **Oracle cloud** with active participation.

**Key Deliverables:**

* Fully Responsible for warehouse operation and Inventory Management.
* Setting annual goals and KPIs and directs the team effort to achieve them.
* Currently handling more than eighteen site store and taking care of its activities including receiving, stocking, issuing and inventory verification and update.
* Recruiting and Managing manpower for all site stores.
* Planning and maintaining the optimum utilization and upkeep of warehouse storage facilities.
* Planning for Central warehouse which will be coming schedule to within two to three months.
* Scrap confirmation and disposal managements
* Update Management with status of warehouse and Inventory status and advice for its improvement.
* Codification of Asset and items for its controlling identification, classification for stock.
* Ensures that the inventory levels are always adjusted to optimum level in terms of inventory value and operational efficiency.

**Feb’09-July’11at Qatar National Import and Export Company as Sr. Supervisor Warehouse and Inventory Planning**

**Projects Handled:**

* S.A.P implementation for Warehouse and Supply chain.
* R.F.I.D technology implementation.
* Extension of New warehouse project.
* Policy and procedure development.

**Key Deliverables:**

* Responsible for warehouse operation and Inventory Management.
* Taking care of warehouse activities including receiving, stocking, issuing and inventory verification and update.
* Responsible for inventory planning, scheduling and general management. Establish guidelines to review slow moving inventory items and eliminate dead stock, analyses results, prepares reports and makes decision as to the final disposition of these items.
* Planning and maintaining the optimum utilization and upkeep of warehouse storage facilities.
* Performing general warehouse and other related duties as assigned from time to time.

**Apr’06-Jan’09 at Qatar Steel Company, Qatar as Sr. Warehouse Supervisor / Acting Section Head**.

**Key Deliverables:**

* Organizing and directing daily inventory operations and ensuring that they are in compliance with approved policies and procedures.
* Setting annual goals and KPIs and directs the team effort to achieve them.
* Achieving cost efficiencies by exploring alternative methods of order fulfillment such as group buying, call off agreements, etc.
* Directing the preparation of operating budgets for the inventory management section to ensure all programs and activities are appropriately funded.
* Planning and controlling the development, integrity and maintenance of the Company’s integrated inventory management system data base (Oracle) to ensure its accuracy, standardization and completeness.
* Overseeing and controlling identification, classification and coding of materials purchased for stock. Ensures that the inventory levels are always adjusted to optimum level in terms of inventory value and operational efficiency.
* Reviewing adequacy of material preservation in the warehouse and recommends changes where necessary.
* Participating in Quality Circle activity, leading and encouraging continuous quality improvement activity.

**Key Highlights:**

* Established and implemented inventory count procedure and developed a team which is still **running successfully.**
* **Played lead role for to develop central warehouse which reduced the inventory level.**

**Aug’01-Feb’06 at Unisteel (Now, Kuwait Steel Company), Kuwait as In-charge of warehouse and Inventory Planning**

**Key Deliverables:**

* Monitoring, analyzing and evaluating inventory data and process as well as recommending and implementing effective material management system.
* Ensuring that material should always lie between minimum and maximum level (i.e. to ensure that there is no shortage or excess of materials inventory should be under controlled).
* Creating item code to each and every item in store as well as assure that there will be correct codification of items (i.e. prevent Duplicate code).
* Ensuring that the material should be in good condition i.e. free from rust and damages.
* Accountable for management of storekeeping functions like stock taking, inventory control, auditing of store material, maintaining books and record (i.e. Delivery note, invoice, requisition) as per ISO-9000 systems requirement.
* Organizing yearly stock taking as per company policy and taking action against discrepancy as well as non-moving item.

**Key Highlights:**

* Implemented Sunsystem project which is running successfully.
* Established Warehouse with racking system and Handling facility in co-ordination with client.
* Established and Implemented new Formats and report to make sure smooth running of Warehouse operation.

**PREVIOUS ASSIGNMENTS**

**Nov’96-Jul’01 at Tata Iron and Steel Company as Store officer.**

**EDUCATION**

* + **Certificate course in Information Technology** from “CMC India Limited in 1999.
	+ **Diploma in Material Management** from Indian Institute of Material Management, Jamshedpur in 1997.
	+ **B.Sc.** from University of Ranchi in 1996.

**IT SKILLS**

Operating System Window NT, XP.

Language C++, Oracle

Database FoxPro, SQL Server.

ERP Package **SAP R/3, Oracle Cloud, Dynamics AX** SUN System, and Oracle 11i Inventory Management,

Office application **MS office**

**TRAININGS**

* Completed:
* Special training on **supply chain management** from “**Indian Institute of Materials Management**”, Jamshedpur, India.
* ISO 9000 **Total Quality Management** training from the “Tata Iron and steel com Limited,” Jamshedpur, India
* **Sunsystem Inventory and Purchase** training provided by “The Kuwait Computer Services”, Kuwait
* In-house training provided in UNISTEEL Intro **to ISO/FDIS 1400 Environment Management** by “Projacs (PROJECT ANALYSIS AND CONTROL SYSTEM CO. W.L.L)”
* **Oracle Discoverer** of Oracle University course.
* **SAP R/3 and WMS** End user training.
* **Microsoft Dynamics AX** Super User training for Warehouse Management from client *i*team..
* **International Conference on Purchasing and Procurement** By Blue Ocean Training and Consultancy.

**PERSONAL DOSSIER**

Date of Birth 26thSeptember 1976

Passport Number M4996679

Valid up to 31st March 2025

Language Known English, Urdu and Hindi

Driving License Qatar Driving License

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| **MINHAJ MASHKOOR – CV No 2032716**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |