**MOEEZ**

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**Supply Chain | Forecasting | Planning | Analysis | S&OP | Procurement | FMCG**

**Overview Professional Experience-**

* Highly effective supply chain and operations professional with an experience of +8 years in KSA and UAE with good Arabic knowledge and understanding.
* Experienced in Demand Forecasting, Demand Planning and synchronizing supply with demand and supply chain strategies that significantly impact on profitability**.**
* Skilled at local and international procurement, product costing and implementation of KPI’s to ensure best performance.
* Can effectively demonstrate interpersonal communication, time management, multitasking skills and team management.
* Identifying areas of process improvement and assist in building cross functional business cases to embrace change.
* Significant experience in customer service through S&OP functionality.
* Well versed in MS Outlook, MS Excel, MS PowerPoint and MS Office

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| **Work Experience in Dubai** | |
|  | **Fixed Asset & Supply Chain Coordinator**  Directly reporting into the Head of Supply Chain, with a dotted line to the Director of Operations- March 2016 till date |
| **Brief Job Description** | * Directly responsible for all Equipment’s within the commercial coffee industry:   + Traditional Machines Super & Semi-Automatic.   + Vending and Bulk Brewing Equipment.   + Home Appliance Category.   + Ultra-Sonic cleaning machines.   + Commercial Refrigerators. * Submits periodic reports related to assets i.e. stock count, ageing, depreciation, stock movement, costing, sales reconciliation on a monthly, quarterly and yearly basis. * Initiates the development or needed updates of internal policies and procedures involving cross functional department interdependencies. * Monitors the acquisition, movement, depreciation, disposal, leasing and replacement of fixed assets for the standardization and best utilization. * Coordinates with technical departments regarding new asset introduction and providing analyses on commercial vs technological aspects of the equipment. * Ensures that tagging, recording and transferring of items are properly done and that these activities are completely and accurately documented. * Reviews procedural forms, such as the disposal authorization, for accuracy and completeness. * Engaging in demand planning, forecasting & procurement in close coordination with Sales & Operations, whilst balancing vendor expectations. |

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|  | * Ensuring import & export documentation is in order to ensure smooth trade across geographies. * Providing customer or after sales service to clients to manage expectations at the highest level. * Developed & implemented plans for facility modification or expansion, such as changes in space allocation or structural design to increase storage capacity by 14%. (Lean Warehousing) * Implemented warehouse safety and security programs and activities. |
|  | **Distribution & Fleet Coordinator-Supply Chain Operations**  Reported into the Logistics Manager: Oct 2015 to Feb 2016 |
| **Brief Job Description** | **Distribution:**   * Coordinate, plan and execute distribution operations as per company procedures. * Contact with cross-functional teams to resolve invoicing and delivery issues. * Address vendor inquiries regarding delivery status. * Ensure to deliver orders according to customer’s receiving schedule. * Stock movement and rotation in warehouse as per FIFO. * Responsible for PI cycle count against set company determined intervals. * Publish reports carrying ABC analysis on stock movement, availability Status, and OTIF KPI. * Achieved a 97.3% fulfillment across the clientele platform in UAE.   **Fleet:**   * Participate in setting transportation and service rates. * Load & assign sales order against route plans to ensure effective distribution network. * Managing Fleet Database towards company & transport authority’s requirements. * Restructuring the fleet to ensure cost effective approaches were applied i.e. Leased vs Owned. * Responsible to prepare daily fleet dispatch report based on mileage, fuel, order count etc. |
| **Work Experience in KSA** | |
|  | **Inventory Controller-FMCG Distribution**  Reported to the Warehouse Manager: March-2011 to Jan-2015 |
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| **Brief Job Description**  ***Key Clients*** | * Developed and documented standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials. * Interviewed, selected, and trained warehouse and supervisory personnel. * Prepared and managed departmental budgets. * Prepared correspondence, reports, and operations, maintenance, and stock evaluations. * Confer with department heads to coordinate warehouse activities, such as shipping, storage, sales, records control. * Ensure all the stock assigned are assigned to the designated locations. * Maintaining a repository of records of all inbound shipments on daily bases. * Creating & Maintaining promotional content touchpoints towards SKU / Link ID database. * Responsible to create order in system and dispatching of inter branch stock issue to manage stock throughout all warehouses within the country. * Analyzing temperature reports for cold store, chilled warehouse and ambient warehouse. * Coordinate with internal and external auditors to fulfill yearly inventory process. |



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| **Education** |  |
|  | **Master of Business Administration** University of Central Punjab, Pakistan 2007 |
|  | **Bachelor of Arts**  University of Punjab, Pakistan 2003 |
| **Training/ Coursework** | |
|  | * Quality Management System (Food Safety & Preventive)   + Basic Hygiene Training / Health & Safety Training / Fire Safety / First Aid * Business Continuity Management & Planning * Coursework on Commercial Vs Islamic Banking System |
| **System Acquaintances** | |
|  | * Vega Vending (Enterprise Resource Planner for Vending Business) * IGS (Warehouse Management System) * SAP (Warehouse Modules) * MFG Pro. (Warehouse Management System) |
| **Languages Spoken Fluently** | |
|  | * English * **Arabic** |
| **Interests** |  |
| **Hobbies** | * Reading-keen interest in innovative equipment’s within retail industry. * Travel education- exploring cultures. |