**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.
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|  | **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.
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|  **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
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|  **System Acquaintances**  |
|  | * Vega Vending (Enterprise Resource Planner for Vending Business)
* IGS (Warehouse Management System)
* SAP (Warehouse Modules)
* MFG Pro. (Warehouse Management System)
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|  **Languages Spoken Fluently**  |
|  | * English
* **Arabic**
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|  **Interests**  |  |
| **Hobbies** | * Reading-keen interest in innovative equipment’s within retail industry.
* Travel education- exploring cultures.
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