



UMAIR AHMAD

Profile Summary

Enthusiastic professional with a proven track record of providing outstanding administrative/Warehousing support for more than 9 years. Comfortable at multi-tasking with 'can do' approach. Good exposure in Oracle Modules, Book keeping, Problem solving and Team management.

WORK EXPERIENCE

Senior Store Keeper

SENDAN International (KSA)

(Dec 2016– till now)

Responsibilities

- ✚ Responsible for creating contractor's procurement document reports starting from creating the PR's up to placing the PO's (Item description, quantity, delivery), GRN and If the materials need to be inspected to update our management for their review and advice
- ✚ Leading team for the materials management functions related to inventory management, purchasing, warehousing and planning as required by project needs
- ✚ Expediting all Purchase Order, update and confirm status of material delivery and create material replenishment for warehouse stock on ERP Oracle Modules
- ✚ Liaising with engineers and site supervisors for material requests and queries for actual conditions and availability of materials at warehouses and lay down areas
- ✚ Reducing wastes for enhancing productivity and profitability
- ✚ Cost Effective controlling of Regular consumables Materials
- ✚ Maintain the cleanliness and safety of warehouse facility and surrounding areas

Site Supervisor

TAJ Corporation (Pakistan)

(Jul 2013 - Aug 2016)

Responsibilities

- ✚ Prepare daily accurate business reports for upper management
- ✚ Supervise reception of high-level guests and visiting delegations
- ✚ Negotiate and agree services with contractors to ensure that repairs and regular maintenance is carried out
- ✚ Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- ✚ Ensure Timely recovery from Credit Parties
- ✚ Ensure Vehicles care and strong alignment with Transport Manager and vehicle drivers

Contacts Details

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- ✚ Support the development of Warehousing policies and procedures, performance indicators, and overall quality of operations.
- ✚ Ensure all assets and inventory paperwork is kept electronically and physically in a safe place with limited access
- ✚ Ensure the efficient warehouse space utilization according to required specifications.
- ✚ Execute the Banking and payments process
- ✚ Adhere to all company policies & procedures and ensures that they are communicated and Implemented within the site team

Store Executive

Noble Distributors (Pakistan) (Apr 2011 to May 2013)

Responsibilities

- ✚ Receiving of material, material issue, Responsible for physical stock checks on a regular basis
- ✚ Maintain the database by using Quick Book software, generate reports, emails checking and proper replies to the concerns
- ✚ To ensure all the materials issued for processing on FIFO basis, monitoring and intimate the Material Indent due list to the reporting authority

ACADEMICS

Master of Business Administration (MBA)

2006-2008

Kohat University of Science & Technology, PAKISTAN

SKILLS

- ✚ ERP Oracle business modules
- ✚ Microsoft Office (Word, Excel, Power Point)
- ✚ Windows 10 Operating System
- ✚ ABC Analysis
- ✚ Inventory Cycle Counts
- ✚ Fixed Asset Management
- ✚ Lifo & Fifo

LANGUAGES

- ✚ English
- ✚ Urdu
- ✚ Pashto
- ✚ Punjabi

Date of Birth

APRIL 1987

IQAMA Number

2422764031

Date of Expiry

31th AUG-2021

Iqama Profession

Car Mechanic

Driving License

Yes

Current Location

Jubail