



## Curriculum Vitae

### AZIZ ESSA MOHAMMED AL-ARAFAH

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#### Personal Information

Nationality: Saudi  
Date of Birth: 1975  
Place of Birth: Safwa, Kingdom of Saudi Arabia  
Marital Status: Married  
Saudi ID No : 1011350764

#### Education

High school Certificate

#### Work Experience

#### **Warehouse Supervisor** At Arab Paper Manufacturing Co

01-05-2019 till now

Main Accountabilities:

- Manage all activities related to warehouses and materials
- Manage day to day operations related to the movement of materials and ensure the high level of quality
- Ensure the timely physical count and inspection of materials received in the warehouse.
- Review and update the inventory stock management plan.
- Coordinate activities with other departments
- Ensure timely and accurate records of physical inventories are maintained continuously to facilitate decision making.
- Ensure adequate storage facilities and material handling equipment are available for receipt and issue of stock items.
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## I have Bayer assignments too:

### Regarding Buyer Responsibilities:

- Monitor purchase requisitions and follow up their conversion into purchase orders
- Executing the support procurement process in accordance with the approved purchase requests and according to the approved specifications and according to the supply schedule
- Monitoring procurement representatives by requesting quotations according to specifications and quantities, and implementing negotiation and purchase processes in an effective manner in terms of price, quality, dates of supply, payment terms, service, and implementation in some cases
- Monitoring procurement representatives in following up the supply with suppliers and taking appropriate action in the event of changing supply schedules, monitoring the entry of materials received, following up on the closing of open purchase orders and resolving the associated problems with other departments
- Participate in updating the status of the upper and lower limit, the order limit and the period of supply of the items in light of consumption rates
- Participate in the evaluation and development of suppliers and solve suppliers' problems with his direct supervisor
- Adherence to the company's policies in all internal and external dealings of the company's scope
- Participate in the search for new suppliers, or alternative materials used in the company
- Preparing monthly reports regarding the status of purchase orders and purchase orders
- (( **price comparison & the quality & Delivery time & Payout ratio & the currency & the speed & Supplier evaluation** )) *one of the most important factors and conditions for issuing purchase orders*

### **Warehouse Officer** : At Al Majdouie Holding - Inventory & purchases Dept

01-05-2016 till 30-04-2019

#### Main Accountabilities:

- **Manage the stores, supervises storage operations, monitors the accuracy of the records & receiving and Issuing Process**
- Follow up with staff and develop their skills within the warehouse and provide them with occupational safety and health requirements
- Distribution of work to employees according to warehouse requirements
- Providing maintenance materials and spare parts upon request without delay that harms production lines
- Monitor the movement of warehouses and verify the optimal use of materials in order to reduce industrial costs and contribute to the control of storage operations
- Provide the Department with periodic reports regarding the status of the inventory, the validity of the items, the movement of the various items, and any other reports requested by the Department

- Daily Cycle counting Report
- Follow up the problems of materials in the warehouse and find a suitable solution for them
- Follow up the material in the warehouse areas periodically
- Monitoring of chemicals through transport and storage & conservation under certain temperatures
- Follow up regarding the capital spares which keeping in the warehouse yard
- Follow up the Forklift operators and perform their work by wearing safety tools
- Daily follow up maintenance of forklifts as daily check list
- FIFO - Follow-up of warehouse custodians' application of sound storage principles and conditions and principle
- MSDS - Follow-up instructions for peace shown in the MSDS of chemicals and the user's method and expiration
- OSDR - Follow-up movement of materials ((Return from end-user & return from project and excess and broken and not known System))
- Item creation codes in Oracle system ((Materials master transaction)) .

## **Jobs Assigned to me While working for Almajdouie company:**

### **A- Material Bayer**

All about issuing of purchase orders

### **B- Material Expeditor**

Follow up all purchase orders until they are delivered to the warehouse

### **C- Material Master**

Issuing the item code and all that relates to new and old materials

### **D- Supplier Registration**

Registering suppliers with the system and requirements related to special purchase orders

### **E- Responsible of selling scrap**

Selling all kinds of company scrap according to the applicable system

### **F- Member of the auction committee**

Member of the company's committee for selling materials, equipment and cars

## **Warehouse Supervisor : At ArcelorMittal KSA for manufacture of seamless pipes**

6-11-2014 till 30-04-2016

Main Accountabilities:

- Supervising the movement of materials (receipt and transfer and storage and issue)
- Supervising the work of staff (( daily with quality job & Attendance & Creativity & skill & dealing with others
- Follow the movement of OSDR report
- Follow the movement of reserve materials
- Follow-up receipt of purchase order
- Track the status of materials and expiration date

- FIFO issued plan
- Coordination with buyers and venders about any new item
- Daily receipt & issued & Return & transfer & storage report
- Daily Cycle count Report
- Materials labeling
- Follow-up regarding MSDS
- Matching material fiscally & system
- Gate Pass process
- Managing raw materials Items by receiving, storing and issuing by system
- Using SAP system in business administration

**Warehouse Forman:** at Jubal Energy Services Company (JESCO) for manufacture of seamless pipes

**10-04-2010 till 15-11-2014**

**Main Accountabilities:**

- Follow up the work of employees
- Follow the movement of raw materials
- Provide support to staff of the warehouse and provide solutions
- Raise employee morale
- Follow-up workflows within the warehouse
- Sending Daly warehouse operation reports
- Avoid that there not be any delay in the process of receiving or issuing or transfer or return
- Gate Pass process & fallow
- Uploaded to the Section Manager product of daily work
- Using SAP system in business administration
- Managing raw materials Items by receiving, storing and issuing by system

**Warehouse Technician :** Sabic -Sadaf Project Warehouse - (( tamimi Group ))

**01-11-09 to 03-04-10**

**Main Accountabilities:**

- Issuing and receipt of items
- Transfer of materials from and & to warehouses
- Labeling the materials
- Transfer the items of Warehouse to another
- OSDR Follow up
- Resolving pending material fiscally & system
- Using SAP system in business administration

**Forklift Operator :** Al-Suwaidi Industrial Services Company - Sabic @ Sadaf Warehouse  
Project As Materials Provider.

**21/03/2000 to 31-10-2009**

**Main Accountabilities:**

- Transfer of materials from warehouses to other
- Transfer of materials from warehouses to directly end-user
- Transfer of chemicals items from receiving area to warehouses chemical
- Transfer capital Spears to warehouses allocated to them
- Housekeeping upon work completion

**Others**

- Good knowledge of (SAP) system – all Material Movement – Material dept access
- Worked on the (Oracle) system – Inventory & procurement access
- Worked also ( L3 ) system – receiving & Issuing & Atheros access
- Having a Saudi government licensed for forklift equipment.
- Having a TUV licensed for forklift equipment.

**Achievements**

- I obtained an Award as ideal employee to manage the materials management in Jesco Company for the year 2013.
- On 07-05-2018 honored I got an Award of the Best Employee in Corporate Purchasing Department at Al Majdouie Group For The Year of 2017

**Training Courses:**

- Occupational Health & safety Management system OHSAS 18001:2007 from TUV NORD group
- Logistics (( receiving warehouse MM module from MITL co.Ltd
- PR – RESERVATION – WORKFLOW – ISSUING – MMD Module from MITL co.Ltd
- Human Rights Policy Training at ArcelorMittal at 25-12-2014
- General safety Program Training at ArcelorMittal 09-02-2015 to 11-02-2015 - 3 day
- Completed the Code of Business Conduct Training at ArcelorMittal in 23-03-2015 one day
- Completed Dealing with Others Training from 27-05-2015 to 28-05-2015 Three days
- Completed the Supervisory Development Programme from 30-03-2016 to 31-03-2016 two days
- I got an effective procurement and supply chain management certificate with a number of 9 hours and for a period of two days starting from the date of 12/5/2020 to 5/22/2020.

**Languages:**

Arabic -Mother Tongue

English -Good

**Hobbies**

Reading, Sport & Swimming.