



MOHAMMAD MOJAHEDUL ISLAM

B. Com & MBA (Finance and Marketing)

Qualified responsible for organizing the warehouse areas, making the best and most efficient use of space, and managing the day-to-day activities of warehouse staff. skilled in labor management, quality assurance, change management, leadership, facilities management, and accurate data tracking. My policies and standards in a way that suits the cultural environment of the company. Very excited to join a dedicated, diverse, and high-performance company, where I use my talents to good use.



islam0184@gmail.com



+966 508325461



Umluj, Saudi Arabia

SKILLS

WMS/ Stock Management

SAP

ERP

Team Building

MS-Access, MS-Office

Leadership

Good communication skills

Time management

Fast & Accurate

CORE STRENGTH

Supervise inventory management and control processes including stocking ordering and re-ordering and order fulfillment

Distinctive experience in Improving operational efficiency across warehouse processes

Proficient in Maintaining stock control systems for accuracy and future planning of storage capacity

Liaising with suppliers, training staff, monitoring quality, motivating team leaders, and implementing safety standards

Highly knowledgeable about ensuring that quality objectives and delivery deadlines are met

WORK EXPERIENCE

Store In charge

Al-Kifah Precast Co. KSA

Sep 2021– Present

Umluj, KSA

Storekeeper

Al Mashariq Co. KSA

Jan 2018 –Sep 2021

Makkah, KSA

Store Keeper

Saudi Anfal Co. KSA

May 2015 – Oct 2016

Riyadh, KSA

Store Supervisor

ANB Contractors Pvt. Ltd. India

Apr 2013 – May 2015

India

Storekeeper

Zenith Electrotech Pvt. Ltd. India

Feb 2007 – Apr 2013

India

Roles & Responsibilities

- ✓ Leads warehouseman in the economic utilization of internal and external storage space.
- ✓ Leads warehouseman in preparing and implementing operational plans to satisfy such requirements as:
 - Responsible for the overall receiving, arranging, issuing, controlling, and PR making of all Spare Parts & consumable items.
 - Supervisory responsibility for receiving all permanent material, consumables, raw materials most especially spare parts and ensuring that his subordinates adhere strictly to all the requirements specified in the procedure.
 - Verifies that all material, both received and issued, is in good order and meets the requirements of specification and details stated in P.O

EDUCATION

Bachelor of Commerce (2005)

BBRBA
University Bihar
India

Master in Business Administration (2014)

Jamia Millia
Islamia Central
University Delhi
India

TECHNICAL

Diploma in Information Technology

(2002)

Millenium
Institute of
Information
Technology
Delhi India

- Reception/inspection of all supplies prior entering inventory i.e., meet company standard.
- Inventory management.
- Dispatching material to company sites
- Material transfer between company sites.
- Ensure that company's operational procedures/policies are enforced.
- Ensures that damaged supplies are located separately for inspection by company insurers.
- Is conversant with partial shipment/under supplied items/overcharged items/over shipped items and rejected items.
- ✓ Leads warehouseman in stocking implication of safety stock levels, average inventory, and order quantities.
- ✓ Leads warehouseman in planning the allocation of warehouse internal/external space so that spaces are designated for each category/item of stock, calculated based on average inventory where average inventory is defined as base stock + safety stock.
- ✓ Familiar with all company's policies and safety procedures and ensures that we are always followed.
- ✓ Do Daily and Monthly Inventory and maintain the cleanliness of the work area as safety measure.
- ✓ Issue weekly inventory status report to Warehouse Manager showing:
- ✓ Attend every day and weekly Toolbox meeting

LANGUAGES

English
*Professional Working
Proficiency*

Urdu
*Professional Working
Proficiency*

Arabic
Conversational

Computer Skills

- ✓ Installation Software and Hardware Troubleshooting
- ✓ Windows 2000/XP/VISTA/Window-7
- ✓ Internet/ IP, Router Configuration
- ✓ Knowledge of Excel as well as MS-Office Use VLOOKUP, HLOOKUP, Pivot Table with Chart to deal with information in Tables.
- ✓ Excellent Typing Speed

Training and Seminar

- Supervisory Development Seminar (MMG)
- Basic Fire Safety (Prevention & Preparedness Training)
- Personal Survival Techniques
- Elementary First Aid
- Personal Safety and Social Responsibility
- Basic Fire and Safety Training

Safety Skills

- ✓ Hazardous Material Handling
- ✓ Chemicals and Flammable Material Handling
- ✓ Stacking inspector

Passport Detail

Passport Number : U0480824
Date of Issue : 22/07/2019
Date of Expiry : 21/07/2029
Place of Issue : Jeddah