

# RIYAZ UR REHMAN MOHAMMED

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## Professional summary

Highly motivated Stock Controller dedicated to improving operational efficiency in warehouse environments through diligent stock management and effective leadership. Uses exceptional communication and organizational skill to ensure accurate, timely inventory management, and achieving operational goals. Organized stock management team members knowledgeable about transport, documentation, and storage requirements. Dedicated to maintaining a smooth flow of goods and comprehensive records. Excels at managing time and collaborating with team members.

## Work history

**Inventory Specialist**, 08/2019 – Current

**petrochemical conversion company** – Al Jubayl, Eastern Province saudiarabia

- Eliminated obsolete stock and backorders by optimizing stock levels.
- Reduced Weeks On Hand (WOH) rate by 100% within 1-2 months through the tracking.
- Adhered to company audit rules during inventory counts, ensuring faultless accuracy.
- Communicated sales projections to inventory and prepared for customer demand through waybills.
- Updated inventory management systems to improve product availability data.
- Used dynamics AX & SAP MM to report on inventory management metrics including
- Located and retrieved requested products on the shop floor and in storage areas.
- Controlled best before dates to properly utilize stock.
- Carefully managed stock locations, selecting best-possible variables and container types to meet storage needs.
- Maintained high levels of stock quality, implementing procedures to decrease stock damage.
- Maintained neat and clean store areas in line with health and safety policies.
- Investigated missing items, discrepancies, and losses.
- Analyzed inventory processes and implemented strategic improvements.
- Adapted to changing demands and seasonal trends.
- Optimized efficiency of stock operations using data from hand-held scanners.
- Managed stock rotations to balance inventory of perishable products and minimize wastage.
- Reduced obsolete stock with detailed data analysis.
- Blocked and faced-up products on shelves and displays to meet visual merchandising standards.
- Trained warehouse staff to maintain stock inventory.
- Liaised between purchasing and store teams to resolve stock issues.
- Managed stock rotations to balance inventory of perishable products and minimize wastage.
- Optimized efficiency of stock operations using data from hand-held scanners.
- Served as key holder and implemented fire and security procedures.
- Analyzed inventory processes and implemented strategic improvements.
- Investigated missing items, discrepancies and losses.
- Tracked stock availability levels to drive sales and team performance.

**Warehouse Specialist**, 05/2018 – 06/2019

**The Andhra petrochemical limited** – Tanuku, West Godavari Dist, India

- Maintained high levels of stock quality, implementing procedures to decrease stock damage.
- Located and retrieved requested products on the shop floor and in storage areas.
- Served as key holder and implemented fire and security procedures.
- Investigated missing items, discrepancies, and losses.
- Carefully managed stock locations, selecting best-possible variables and container types to meet storage needs.
- Optimized efficiency of stock operations using data from hand-held scanners.
- Adapted to changing demands and seasonal trends.
- Tracked stock availability levels to drive sales and team performance.
- Reduced obsolete stock with detailed data analysis.
- Maintained neat and clean store areas in line with health and safety policies.
- Achieved 100% stock availability each month through regular ordering and sales analysis.
- Completed stock counts each day, ensuring complete accuracy.
- Controlled best before dates to properly utilize stock.
- Established cycle count methods to reduce full stock-take frequency.

- Managed stock rotations to balance inventory of perishable products and minimize wastage.
- Trained warehouse staff to maintain stock inventory.
- Updated inventory management systems to improve product availability data.
- Liaised between purchasing and store teams to resolve stock issues.

#### **Document Control Specialist, 02/2015 – 01/2017**

##### **The Andhra petrochemical Limited – Tanuku, West Godavari Dist, INDIA**

- Gathered information from the managing department and coded material chronologically, numerically, alphabetically, or by subject matter.
- Investigated missing records to improve data quality by 100% in 1-2 months.
- Optimized supply ordering times, reducing office cost by as per possibility.
- Maintained a warm and friendly office atmosphere, communicating effectively with employees to disseminate or explain document information and concerns.
- Used optical scanners to enter data onto the electronic system.
- Checked, copied, and distributed relevant supervisors' correspondence to managers.
- Managed lamination and binding of word documents, producing up to items per Timeframe.
- Increased company organization by efficiently checking, sorting, and categorizing all incoming mail for distribution.
- Facilitated tracking of profitability by creating and maintaining accurate records in Dynamics & excel sheets.
- Set up Outlook folder system to streamline email use, reducing email handling times by 100%.
- Improved traceability of deliveries and shipments by researching and implementing new tracking software.

#### **Skills**

- Technical troubleshooting
- Document analysis
- Codes adherence
- SAP PM
- SAP MM
- Computerized maintenance management system (CMMS)
- Shift planning software (PRIMAVERA 6)
- Project management software
- Asset tracking solutions
- Enterprise Resource Planning (ERP)
- Downtime reduction
- Axiom
- Commercial maintenance
- Work order time estimations
- Labour management
- IOSH Health and Safety
- PRISM routines
- Preventative Maintenance (PM) scheduling
- Visual management tools
- Production flow analysis
- Contingency planning

#### **Education**

**Bachelor of Engineering Studies:** Mechanical, 05/2014

**Indian School of Business Management - Hyderabad**

**Diploma of Higher Education:** Mechanical, 05/2011

**Frobes junior college - MOULA ALI, SECUNDERABAD,INDIA**

**Certificate of Higher Education:** S.S.C, 06/2008

**LILLY MODEL HIGH SCHOOL - HYDERABAD**

#### **Languages**

**Urdu:** Native language

**English:**

C1

**Arabic:**

A2

Advanced

Elementary

#### **Certifications**

- Certified Planner, Andhra petrochemical company
- Certified Document specialist, Andhra petrochemical company
- SAP PM
- SAP MM
- Udemy-certified Microsoft excel beginner to advanced level