

Montasir Mohamed Eltayeb

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Iqama: Transferable | Marital Status: Single

Objective

Experienced Inventory and Warehouse Supervisor with a strong background in pharmaceutical and medical supply chain operations. Seeking to contribute to an organization by improving warehouse efficiency, maintaining accurate stock levels, and supporting logistical workflows in fast-paced environments.

Professional Summary

Warehouse and stock control specialist with over 5 years of experience in hospital, pharmaceutical, and medical distribution environments. Skilled in managing inventories, leading audits, coordinating inbound/outbound shipments, and maintaining compliance with operational standards. Proven ability to work with vendors, minimize costs, and streamline supply processes.

Professional Experience

- Bashayer Trading Establishment – Taif, Saudi Arabia

Warehouse Coordinator | January 2024 – Present

- Oversee daily warehouse operations including receiving, storing, and dispatching goods.
- Monitor inventory levels and ensure accurate stock records.
- Coordinate with suppliers and internal teams to ensure timely order fulfillment.
- Implement organizational improvements to enhance workflow efficiency.
- Ensure compliance with safety and quality standards within the warehouse.

- Care National Hospital – Riyadh, Saudi Arabia

Inventory Controller | July 2019 – March 2021

- Supervised pharmaceutical stock levels to prevent shortages or overstocking.
- Managed procurement records and ensured accurate documentation of orders and deliveries.
- Conducted regular cycle counts and reconciled inventory discrepancies.
- Worked closely with suppliers and internal teams to improve stock turnaround.
- Improved storage practices for temperature-sensitive and fragile items.

Warehouse Supervisor | October 2017 – June 2018

- Oversaw daily operations of medical warehouse, ensuring smooth flow of goods.
- Led monthly inventory audits and enforced FIFO practices.

- Coordinated with departments for timely stock transfers and dispatches.
- Reduced inventory losses by implementing tighter control procedures.

- Care Pharmaceutical & Medical Distribution (PMD) – Riyadh, Saudi Arabia

Inbound Officer & Data Entry Clerk | October 2015 – October 2017

- Handled inbound logistics using ATS inventory system.
- Verified receipts and ensured proper storage of medical items.
- Maintained data accuracy for real-time inventory tracking.

Education

Diploma in Pharmacy Technology

The National Ribat University - Faculty of Pharmacy, Khartoum, Sudan

Graduation Year: 2009 | Classification: Good

Skills

- Warehouse Supervision & Optimization
- Inventory Control & Forecasting
- Stock Audits & Reporting
- Procurement & Vendor Coordination
- Microsoft Office (Excel, Word, Outlook)
- Bilingual: Arabic (Native), English (Proficient)
- Valid Driving License

Certifications

- Saudi Commission for Health Specialties - In progress
- Free certifications recommended in Supply Chain, Excel, and Inventory Management

Professional Interests

- Streamlining warehouse operations
- Improving stock visibility and cost efficiency
- Implementing inventory control systems in healthcare settings