

Abdisalam Mohamed Awad

Contact

Mobile: 0562227875

E-mail: abdsalamawad@gmail.com

Riyadh, Saudi Arabia

About Me

A dedicated Warehouse supervisor with 11 years of experience in shipping and receiving, distribution and workplace safety. Skilled in managing merchandise inventory transactions and supervising shipping and handling operations. Proven record of successfully ensuring the safety of the workplace and efficient delivery of goods.

Core Skills

- Strong communication skills in English and Arabic (both written and spoken).
- Team-oriented professional with enthusiasm, diligence, and a collaborative mindset.
- Proficient in data analysis and reporting, with good computer literacy.
- Effective time management, able to meet tight deadlines with strong planning and organizational abilities.
- Analytical thinker with excellent problem-solving and conceptual skills.
- Strong interpersonal skills, with the ability to influence and engage stakeholders effectively.

Work experience

2021 – 2025. Mohamed. Habbas Almutairi (Gallery Design Retail) Inventory / Warehouse Supervisor

Duties & Responsibilities:

- Monitored and maintain optimal stock levels to meet demand.
- Conducted regular cycle counts and physical inventory audits.
- Investigated and resolved discrepancies in inventory records.
- Ensured accurate stock tracking using warehouse management systems (WMS) or ERP software.
- Coordinate with procurement and logistics teams to avoid stockouts or overstocking.
- Supervised receiving, storage, and dispatching of goods.
- Ensured proper organization and labeling of inventory for easy retrieval.
- Implemented and enforce safety and hygiene standards (OSHA/ISO compliance).
- Optimized warehouse layout for efficient space utilization.
- Overseeing loading and unloading operations to prevent damage.
- Led and managed warehouse staff (forklift operators, pickers, packers, etc.).
- Assigned tasks and scheduled to ensure smooth workflow.
- Trained employees in safety protocols, inventory procedures, and equipment use.
- Conducted performance evaluations and provided feedback.
- Generated inventory reports (stock levels, turnover rates, shrinkage).
- Maintained accurate records of shipments, returns, and damaged goods.
- Analyzed data to identify inefficiencies and recommend improvements.
- Ensured compliance with company policies and regulatory requirements.
- Identified opportunities to reduce costs and improve efficiency.
- Implemented best practices in inventory and warehouse management.
- Recommend automation tools (barcode scanners, RFID systems).
- Worked with management to streamline workflows.
- Enforced safety regulations to prevent workplace accidents.
- Ensured proper handling of hazardous materials.
- Conducted regular safety training and drills.
- Maintained compliance with local, state, and federal regulations.

Material control & Logistics

Duties & Responsibilities:

- Monitored and maintained optimal stock levels to meet production or operational demands.
- Coordinated with procurement, production, and warehouse teams to ensure timely material availability.
- Implemented inventory control techniques (e.g., FIFO, JIT, ABC analysis) to minimize excess stock and shortages.
- Conducted regular cycle counts and physical inventory audits to ensure accuracy.
- Investigated and resolved discrepancies in material records.
- Overseed inbound and outbound logistics, including transportation, shipping, and receiving.
- Coordinated with suppliers, freight forwarders, and 3PL providers to ensure timely deliveries.
- Optimized routing and load planning to reduce transportation costs.
- Tracked shipments and resolve delivery delays or issues.
- Ensured compliance with customs, import/export regulations, and shipping documentation.
- Supervised warehouse operations, including material storage, handling, and distribution.
- Ensured proper labeling, segregation, and organization of materials.
- Implemented safety and compliance standards (OSHA, ISO, company policies).
- Monitored warehouse space utilization and recommend improvements.
- Generated and analyzed reports on inventory levels, material usage, and logistics performance.
- Monitored key performance indicators (KPIs) such as inventory turnover, fill rates, and lead times.
- Identified cost-saving opportunities in procurement, storage, and logistics.
- Maintained accurate records for audit and compliance purposes.
- Developed and implemented efficient material control and logistics procedures.
- Recommended automation tools (ERP, WMS, TMS) to enhance tracking and efficiency.
- Ensured compliance with safety, environmental, and regulatory requirements.
- Supervised and trained material handlers, logistics coordinators, and warehouse staff.
- Assigned tasks, monitor performance, and provide feedback.
- Collaborated with procurement, production, and sales teams to align material flow with business needs.

2009 – 2013. AL-GHAITH Oil Field Supplies & Services Co.

Warehouse Coordinator

Duties & Responsibilities:

- Assisted with managing and monitoring inventory levels, ensuring stock accuracy across systems and physical locations
- Coordinated incoming and outgoing deliveries, including checking stock against purchase orders and tracking shipments
- Performed regular stock takes and cycle counts, identifying and reporting any discrepancies
- Ensured accurate data entry and record-keeping of inventory and stock movement using inventory management systems
- Liaised with warehouse staff and couriers to resolve delays, damage, or other logistical issues
- Prepared and maintain stock reports for internal use and management reviews
- Adhered to health and safety procedures and contribute to continuous improvement in logistics processes