



Mohamed Nasrooj Nasoordeen

Supply Chain / Warehouse / Logistics / Inventory Management

Email: nmnasrooj@yahoo.co.uk

Mobile/Whatsapp: +966546021970

LinkedIn: <https://www.linkedin.com/in/mohamed-nasrooj-nasoordeen-81709211b/>

PROFESSIONAL SUMMARY

- ✧ Management professional with **23+ years' experience in Warehouse Management (Retail, FMCG & Food and Beverage), Supply Chain Management, Inventory Management, Office Administration and IT.**
- ✧ Self-motivated, enthusiastic, and committed team player with competence in identifying sales opportunities, increasing profitability within a competitive market, and consistently delivering results.
- ✧ Excellent communications, coordination, organizational, decision making, time management skills.
- ✧ Provide complete support to the organization by effectively processing all inbound and outbound operations within specified time frames to achieve profitability, ensuring safety, high quality standards and customer satisfaction.
- ✧ Hands on experienced in MS–Office Applications, Oracle Warehouse Management System(OWMS), Oracle Retail Management System(ORMS), BI publisher, BOSS, Asset Management System(AMS), MS–Navision, MS–Dynamics365, SAP, Odoo & Retail Pro.

CAREER PROGRESSION

Warehouse and Logistics Manager - Alkaffary Group, Riyadh, KSA. (Jan23 to Jan24) - Contract

- ✧ Oversee warehousing, logistics and transportation operations across multiple branches in KSA to ensure efficient, safe, and seamless operational processes, including inventory management, order fulfillment, and transportation scheduling.
- ✧ Tracking status of in-transit to avoid the delay of transfers & receiving between warehouses & showrooms.
- ✧ Implemented new manpower structure to reduce the operational cost and to improve the overall productivity.
- ✧ Planned bin locations for all warehouses to bring stock accuracy during receiving, storing, picking operations.
- ✧ Co-ordinated with warehouses and operations teams to accelerate the write-off process of damaged goods, increasing usable storage capacity up to 30%.
- ✧ Implemented centralized WMS (warehouse management system) using available resources.
- ✧ Motivate staff to keep the warehouse hygiene & follow up to maintain safety levels.
- ✧ Observing Material Handling Equipment (MHE) and reporting disorders to the maintenance department.
- ✧ Implemented cost reduction principle in all aspects of warehouse transactions and activities.
- ✧ Preparing, developing SOP's and training, supervision & evaluation of staff.
- ✧ Managing technical transformation projects in warehouses and Inventory control management.

Warehouse Manager - Zaid Alhussain & Brothers Group, Riyadh, KSA. (Jan22 to Dec22) - Contract

- ✧ Oversee the efficient receipt, storage, VAS and dispatch multiple departments of Outdoor, House Hold and Food and Beverage and Project and Spare Part stocks.
- ✧ Strategically managed warehouses in compliance with company's policies and vision.
- ✧ Maintaining standards of health and safety, hygiene and security.
- ✧ Recruitment, selection, orientation, coaching, motivation, organizing and encouraging the staff to do the teamwork within the workforce to ensure to meet cost, productivity, accuracy and timeliness targets.
- ✧ Arranging repairs and routine maintenance of transportation vehicles, machinery and equipment's to avoid downtime.
- ✧ Efficient vehicle utilization, route planning, scheduling, dispatch, performance monitoring, record keeping.
- ✧ Initiate, coordinate and enforce optimal operational policies and procedures.
- ✧ Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- ✧ Ensure stock control system is up to date and make sure inventories are accurate.
- ✧ Monitor damaged product orders and status of returned products.
- ✧ Communicating all discrepancies, variances or abnormalities to the higher management in a timely manner.
- ✧ Manage stock integrity (physical and system) by conducting regular stock counts & cycle counts.
- ✧ Generate reports and statistics daily, weekly, monthly & quarterly for presentations to executive management.
- ✧ Liaise with clients, retail stores & restaurants, operation, purchase, finance dept, suppliers & transport companies etc...

Warehouse Manager - United Modern Trading Company, Riyadh, KSA(July 2020 to December 2021)

- ✧ Oversee receiving, warehousing, distribution and maintenance operations.
- ✧ Monitor daily customers order picking, invoicing, delivery and customer receipt.
- ✧ Liaise with the operations, sales, finance & transport companies to arrange customer delivery daily.
- ✧ Brief team leaders and supervisors daily, coach and motivate employees.

- ✧ Initiate, coordinate and enforce optimal operational policies and procedures.
- ✧ Maintain standards of health and safety, hygiene and security.
- ✧ Monitor daily temperature levels of storage zones and near expiry of FMCG & Food and Beverage stocks.
- ✧ Coordinate with operators daily to check new invoices, transfers, location inquiry, new shipment updates, etc...
- ✧ Produce regular reports and statistics on a daily, weekly and monthly basis.
- ✧ Plan maintenance of vehicles, machinery and equipment periodically.
- ✧ Ensuring that customer delivery procedures are followed accurately.
- ✧ Conducting physical inventories of stock and reconciling variances.
- ✧ Improving product traceability by assigning expiry date batches to products & keeping track of their stock movement.

Warehouse Manager - Landmark Group, Riyadh, KSA. (Aug 2013 to Jun 2020)

- ✧ Planning, organizing and controlling overall warehouse operations under relevant SOP's.
- ✧ Efficiently utilize resources to ensure quality, budgetary targets and to meet the environmental objectives.
- ✧ Monitor, coordinating with receiving, putaway, picking, shipping, dispatch of retail, food & beverage departments.
- ✧ Implement cost reduction principle in all aspects of warehouse transactions and activities.
- ✧ Producing regular reports and statistics on a daily, weekly & monthly basis.
- ✧ Ensure to maintain & practice QHSE/ 6S procedures in the premises.
- ✧ Maintain stock integrity by conducting regular stock counts & cycle counts in dry and cold zones.
- ✧ Monitor the picking dispatching operation of daily replenishment stocks to stores and restaurants on time.
- ✧ Motivating, organizing & encouraging teamwork within the workforce to ensure productivity targets.
- ✧ Maintain standard by inspecting equipment, issuing work orders for repair & requisitions for replacement.
- ✧ Carryout the VAS of received stocks prior dispatching to the stores, restaurants & putaway to UPL locations.
- ✧ Promote constant motivation among staff to strive for efficient and effective warehouse administration.
- ✧ Organizing and attending physical stock taking, preparing stock variance report, inventory variance adjustment.

Manager cum Inventory Controller - Ran Lanka (Pvt) Ltd, Negombo, Sri Lanka. (Feb 2008 to May 2013)

Handled total control of the sales, manufacturing, purchasing and invoicing process with ERP, maintaining margins and control costs, generating and printing of barcodes, catalogue automation for order processing, attending physical stock taking, preparing of daily sales reports etc...

Inventory Controller cum Asst. Supervisor - Globe Trading Agency Ltd, Dubai, UAE. (Jul 2004 to Jul 2007)

My responsibilities were generating codes for new consignments, barcode preparation & printing, handling purchase and sales, master file transfer, updating daily sales data in the back office system, correcting error files, attending physical stock taking and preparing variance report, installation of ERP software and training new users, trouble shooting, generating MIS reports such as purchase, sales, stock and custom reports as per management request.

Assistant Personal Manager - Space Age (Pvt) Ltd, Negombo, Sri Lanka. (Mar 2000 to Jun 2004)

My functions were preparing cost sheets, handling import and export documents, liaising with customs and government ministries, coordinating travel itineraries, making hotel arrangements, coordination of meetings, visitors, handling sensitive documents and contracts, business correspondence, place orders with factories, negotiate prices, ordering fabric, accessories and follow up the work Quality Control team until shipping.

ACADEMIC QUALIFICATION

- BBA in Logistics & Supply Chain Management – IIC University of Technology, Phnom Penh, Cambodia(2019-2023)

CERTIFICATIONS

- Diploma in Supply Chain Management – Alison Education company, Galway, Ireland.
- Mastering Supply Chain and Logistics Management – Alison Education company, Galway, Ireland.
- Diploma in Software Engineering – MYOWN Computer Systems, Colombo, Sri Lanka.
- Diploma in Hardware Technology – British Business School, Colombo, Sri Lanka.

LANGUAGES

* **English** – Fluent * **Hindi** – Fluent * **Arabic** – Intermediate * **Sinhala** – Native * **Tamil** – Native

PERSONAL INFORMATION

Notice Period : Immediately available.
 Iqama Status : Transferable (valid)
 Driving Licence : KSA and Sri Lanka (valid)