

KHALED MOHAMMED ALMUTAIRI

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Summary

Analytical and motivated Supply Chain graduate with hands-on experience in warehouse operations, demand coordination, and ERP systems. Skilled in inventory tracking, procurement support, and ensuring cost-effective stock availability. Proficient in SAP ERP and Excel with a solid understanding of SKU management and supplier coordination. Actively seeking opportunities in Supply Chain Management to contribute to accurate forecasting, efficient purchasing, and streamlined operations.

Education

King Fahd University of Petroleum and Minerals (KFUPM)

Advanced Diploma in Supply Chain Management with Honors Distinction

Graduation year: January 2023

Experience

Warehouse Executive (Third Party – Aramex at SLB) October 2024 – December 2024

- Supported daily inbound and outbound shipments, checking documentation accuracy and assisting with timely dispatch.
- Verified Advanced Shipping Notices (ASN) and updated inventory movement using SAP ERP, improving record accuracy and stock traceability.
- Assisted in stock transfers and communicated with SLB team members to ensure smooth warehouse coordination.
- Helped organize and label items for easier picking, contributing to more efficient warehouse operations.
- Shadowed warehouse supervisors and gained exposure to cycle counting and inventory control practices.

Shipping Intern – Abdulkarim Holding Company June 2022 – August 2022

- Helped coordinate shipping orders and deliveries, ensuring items were packed, documented, and shipped on time.
 - Created Bills of Materials (BOM) and supported invoice processing under supervision, learning procurement basics.
 - Used SAP ERP to enter shipping data and track documentation, building familiarity with ERP workflow.
 - Communicated with internal teams and occasionally supported communication with major clients like Saudi Aramco.
 - Participated in discussions on improving shipping documentation processes, offering suggestions for better organization.
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Skills

Technical Skills: SAP ERP, Microsoft Office (Word, Excel, PowerPoint), BOM, ASN, Inventory Control & SKU Classification, Procurement Workflow understanding.

Soft Skills: Communication, Team Collaboration, Attention to Detail, Time Management, Analytical thinking, Problem solving.

Languages

Arabic: Native

English: Fluent