

Muhammad Saqib

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Professional Summary

Results-driven Warehouse and Supply Chain Professional with over 10 years of experience in warehouse operations, inventory control, procurement, logistics coordination and operations management. Proven ability to improve warehouse efficiency, reduce stock discrepancies, and optimize logistics processes using ERP systems, Microsoft Dynamics and SAP. Skilled in managing vendor relationships, leading teams, and executing cost-effective procurement strategies across diverse sectors including F&B, home appliances, and exports. Equipped with an MBA and a strong command of Microsoft Office Suite, reporting tools, and safety protocols to support business growth and operational excellence.

Skills

Inventory Control	Operational Planning and Execution
Stock Reconciliation	Team Supervision & Task Assignment
Warehouse Supervision	Training & Development
Branch Distribution Management	Data Reporting & Documentation
Logistics Coordination	Microsoft Dynamics
Vendor Management	SAP
Purchase Requisition & Internal Requisition	ERP Software
Cost Analysis & Negotiation	Microsoft Office Suite
Export Documentation	

Experience

Regional Supply Chain Coordinator

AGK LLC (Ganache, KAJU & Mila's), Riyadh, Saudi Arabia

September 2025 – Present

- Oversee inventory control and management using Microsoft Dynamics system
- Processing and managing purchase orders from suppliers, ensuring accuracy and timely entry through Microsoft Dynamics
- Handling client sales orders end-to-end: confirmed product availability with production, prepared invoices and arranged deliveries.
- Coordinated with the production department to align finished goods preparation, packing, and dispatch with demand.
- Supervise order picking, goods in/out, and ensure accuracy and minimal stock damage
- Managing in-house fleet and outsourced logistics providers, ensuring on-time and error-free order fulfillment.
- Managing transfer requests (TR) to meet stock requirements
- Handling internal transfer requests (TR) for multiple branches

- Ensure adherence to safety regulations and warehouse protocols.
- Conduct regular safety inspections and implement corrective actions as needed
- Prepare reports on inventory levels, movements, and warehouse performance
- Provide data-driven insights to management for decision-making

Warehouse Supervisor

Imtiyazat Alriyadah (Moroccan Taste), Madinah, Saudi Arabia

July 2023 – Aug 2025

- Oversee inventory control and management using ERP/SAP systems
- Supervise order picking, goods in/out, and ensure accuracy and minimal stock damage
- Coordinate logistics and transportation for stock movement between warehouses and branches
- Manage purchase requisitions (PR) to meet stock requirements
- Handle internal requisitions (IR) for multiple branches
- Ensure essential stock availability across all branch Branches
- Assigning workloads and daily tasks to Warehouse Associates
- Ensure adherence to safety regulations and warehouse protocols.
- Conduct regular safety inspections and implement corrective actions as needed
- Prepare reports on inventory levels, movements, and warehouse performance
- Provide data-driven insights to management for decision-making

Supply Chain Coordinator

Al Mulhim Cooling, Riyadh, Saudi Arabia

Jan 2022 – Nov 2022

- Supervised inventory management using ERP system
- Coordinated logistics and transportation for stock movement
- Managed stock allocation from warehouses to branches
- Ensured availability of stock at all branches
- Maintain accurate records and documentation
- Conducted pricing analysis and provided purchasing recommendations

Export and Marketing Manager

Friends Rock Salt, Lahore, Pakistan

March 2021 – Oct 2021

- Coordinated logistics for empty and loaded containers
- Conducted pricing analysis and provided procurement suggestions
- Managed procurement and vendor relationships for salt products
- Handled export correspondence and documentation
- Cultivated relationships with customers, shipping lines, banks, and courier services
- Focused on expanding the European client base and generating new leads

Manager Marketing Operations

RAEEM International, Lahore, Pakistan

Jan 2015 – April 2020

- Coordinated logistics for skins (flex) dispatch and distribution
- Conducted pricing analysis and managed media procurement (OOH media)
- Managed vendor relationships and executed out-of-home (OOH) campaigns for clients
- Assigned workloads and daily tasks to Associates
- Compiled tracking and market intelligence reports (MIR)
- Utilized ERP systems for resource analysis and planning

Marketing Executive

Semantechs Group, Lahore, Pakistan

July 2014 – Nov 2014

- Marketed healthcare software to hospitals, laboratories, radiology centers, and clinics
- Prepared software user manuals

Team Leader

Ittefaq Salt, Lahore, Pakistan

Jan 2014 – June 2014

- Acquired customers in Asia, Australia, and New Zealand regions
- Marketed Himalayan rock salt products
- Built and maintained relationships with international clients
- Ensured client retention and developed new customer relationships

Education

Master of Business Administration

University of Central Punjab, Lahore, Pakistan

June 2014

Bachelor's in commerce

Punjab Group of Colleges, Lahore, Pakistan

June 2010