



MAZHAR MEHMOOD

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SUMMARY

I am an energetic and optimistic individual with over 3 years of professional experience. I possess excellent organizational and analytical skills, along with outstanding customer loyalty-building and sales skills. I am a quick learner and have the ability to work under pressure. I am always willing to exceed expectations and create deadlines to complete tasks on time.

WORK EXPERIENCE

Noor Powder Paint Company (Store Keeper) 2023 - 2025
Alrafayah Industrial Area Before Exit 07, Wasel Building No 8406 16352, Al Kharj, KSA.

- Manage inventory levels of powder paint products, raw materials, and packaging materials.
- Oversee daily warehouse operations, including receiving, storing, and shipping of products.
- Ensure accurate stock levels, conduct regular stock checks, and investigate discrepancies.
- Ensure compliance with safety protocols and quality standards in the warehouse.
- Lead and motivate a team of warehouse staff to achieve productivity and quality goals.
- Coordinate with logistics team to ensure timely and accurate shipping and receiving of products.
- Ensure compliance with relevant regulations and standards for storing and handling powder paint products.
- Identify areas for improvement and implement process changes to increase efficiency and productivity.
- Optimize inventory levels to meet customer demand while minimizing stockholding costs.

National Traders Steel And Cement Warehouse (Store Keeper) 2021 - 2023
Main GT Road , Wahcantt, Pakistan

- Managed overall warehouse operations, including storage, handling, and dispatch of steel and cement products.
- Supervised a team of warehouse staff, ensuring adherence to safety, quality, and performance standards.
- Implemented inventory control measures, reducing material loss and ensuring accurate stock records.
- Coordinated with procurement, production, and logistics teams to ensure timely availability of materials.
- Conducted regular audits, reporting discrepancies and ensuring smooth stock reconciliations.
- Lead and supervise warehouse staff to maintain high performance and safety standards.

EDUCATION

Bachelor of Computer Science Comsats University Wah	2017 - 2021
FSc Pre- Engineering (FBISE) F.G Degree College Wahcantt	2016 - 2017
Matriculation Of Science POF Model School, Wahcantt	2014 - 2015
NEBOSH IGC (LEVEL 3)	OCT- 2023

SKILLS

Essential Skills

- Ability to lead and motivate a team of store staff.
- Effective communication skills to interact with team members, customers, and management.
- Knowledge of inventory control systems and stock management.
- Ability to prioritize tasks, manage time, and meet deadlines.
- Ability to analyze problems, identify solutions, and implement corrective actions.
- Attention to detail to ensure accurate inventory management and customer satisfaction.
- Ability to provide excellent customer service and resolve customer complaints.

Technical Skills

- Familiarity with inventory management software and systems.
- MS. Excel.
- MS. Word.

LANGUAGES

- English
- Arabic
- Urdu