

CONTACT

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EDUCATION

- Master of Science in Digital Transformation
- Bachelor of Business Administration

SKILLS

- Raw Material Management
- WMS (Warehouse Management System)
- MS Office Tools
- Leadership
- Order picking and Dispatching
- Supply Chain Coordination
- Physical Inventory Audits
- FIFO / LIFO Inventory Methods



WORK EXPERIENCE

Al Yaqin Company Limited 2024 - PRESENT
Warehouse Supervisor

- Manage day-to-day operations, including materials receiving, Inspection, warehousing, and material release.
- Maintain accurate inventory records in ERP/manual systems.
- Ensure proper inventory classification for distribution
- Able to transfer raw material from warehouse to factory for the production process.
- Prepare inventory report, consumption report, and variance reports.
- Timely renew the fire extinguishers and to make sure all materials meet safety and quality standards.

Sama Pure Trading Company 2023 - 2024
Warehouse Coordinator

- Monitor stock level and maintain accurate inventory records.
- Organize storage layout for efficient space utilization.
- Plan and supervise order picking and dispatch.
- Prepare daily reports on stock movement and operations.
- Coordinate with the warehouse staff, drivers, and supervisors.
- Verify incoming deliveries against the purchase orders and report any discrepancies.

Dhamecha Group 2022 - 2023
Warehouse Supervisor

- Daily transfer of finished goods from factory to warehouse. Prepare reports on how many quantities of finished goods is received, brand name, production date and size of the finished goods.
- Managed the traceability report of raw material when received raw material of different companies by entering the Delivery Note Number, check the quantity and make sure that order is same as the order is placed by the procurement manager.
- Daily communicate with the production manager and ask for raw material for the production process such as Bottles Cap, Label, Shrink Roll, Cartons, Layer Sheet, etc. If needs the raw material, then transfer it from warehouse to factory.
- Daily manage the raw material request invoice mentioned that this raw material is transferred from warehouse to factory. Production manager signed the invoice and returned to warehouse.
- Daily update the finished goods report that how much finished goods is received from factory to warehouse and how much finished goods is distributed from warehouse to retailers.
- Daily match the balance of ERP with the finished goods by physically count the finished goods then match the balance with the balance of ERP to make sure both are equal.