



ABID MAHMOOD

Objective:

Pro-active and results-oriented with 10+ experience with, Store /Logistics / Inventory Management / Distribution. Possesses extensive knowledge in record keeping, engaged in staff training and development, store and organizing inventory.

Academic Qualification:

Masters in Accounting - (2007) Bahauddin Zakariya University, Multan Pakistan
Bachelors in Accounting - (2004) Karachi University, Karachi Pakistan

Professional Work Experience:

Al Masaoood Energy (Oil & Gas) - KSA

Position: Warehouse Supervisor
(06-10-2024 to date....)

Job Responsibilities:

- Overseeing and managing the day-to-day operations of the warehouse, including receiving, storing, and shipping products or materials, while ensuring efficient coordination amongst the staff.
- Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- Effectively plan and allocate resources in order to meet daily operational requirements, maximizing productivity and minimizing downtime.
- Train, mentor, and provide regular feedback to warehouse staff in order to cultivate their skills and expertise, enabling them to carry out their duties with utmost efficiency.
- Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments.
- Manage and resolve any warehouse-related issues or conflicts that may arise, ensuring prompt resolution and maintaining positive employee relations.
- Prepare and analyze reports on warehouse operations, including productivity, inventory levels, and shipping/receiving accuracy, providing recommendations for improvement.

Fatima Group of Companies

Position: Material Management Specialist
(26-12-18 to 31-03-24)

Job Responsibilities:

- Evaluate suppliers based on delivery speed for their products and services, price, and quality
- Negotiate with suppliers for product cost, delivery, and contract parameters
- Function as company purchasing agent for all direct and indirect materials
- Directs production and inventory control, shipping and receiving, and materials storage
- Maintains inventory levels to ensure deliveries occur within organization timelines
- Maintains and ensures the accuracy of the perpetual inventory

- Works with suppliers to schedule delivery of materials, supplies, and equipment
- Conduct regular audits to ensure the store is function able and presentable
- Performs other related duties as assigned.

Falcon Pack Industry Sharjah, UAE

Position: Accountant cum Inventory Controller
(08-01-2012 To 23-04-2015)

Job Responsibilities:

- Maintain accurate inventory records through regular cycle counts and audits
- Monitor inventory levels and reorder products as necessary to ensure adequate stock levels
- Collaborate with purchasing department to ensure timely delivery of goods and materials
- Coordinate with other departments to ensure inventory is available for production and sales needs
- Develop and implement inventory control procedures to minimize loss and maximize efficiency
- Identify and resolve inventory discrepancies and work with appropriate teams to prevent future occurrences
- Ensure compliance with health and safety regulations and maintain a clean and organized warehouse environment.
- Resolve any issues or conflicts that arise within the team and address performance concerns through coaching and mentoring.

Berger Paints Pakistan Limited

Position: Accounts Officer
From (12-01-2009 to 30-04-2010)

Job Responsibilities:

- Party ledger reconcile aging wise and made party payment
- Handle petty cash all region
- Process accounts payable and receivable, depending on role
- Utilize database software to organize financial account information
- Prepaid monthly bank reconciliation
- Handle account inquiries from internal and external sources
- Make regular contact with clients to ensure payment
- Ensure company financial accounts, such as credit cards, are paid on time
- Perform internal audits on financial activities as necessary
- Review both incoming and outgoing invoices
- Generate financial reports for review regulatory authorities

Personal Information:

Material Status: Married
Contact # 0531195852
Iqama Status: Transferable
Present Address: Al Khobar, Saudi Arabia
Availability: Immediately
Email: abidmahmoodrana73@gmail.com

Skills & Hobbies:

Inventory Management, Material Planning, Supply Chain Logistics.
 Data Analysis, Industry knowledge, Interpersonal Skills, Organizational Skill
 Accounting research skills, Communication skills, Team Player & Football, Cricket etc.

REFERENCES:

Will be furnished on demand