

BADER ALGHARYAFI

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Professional Summary

Warehouse and Logistics Supervisor with over 17 years of experience in managing logistics operations, storage, and team supervision at leading companies such as Elopak Packaging and Siemens Energy. Skilled in inventory management using SAP, with a proven ability to organize warehouses, monitor stock levels, and coordinate shipping and receiving processes efficiently. Strong expertise in team leadership, employee training, and ensuring compliance with safety and quality standards. Adept at optimizing operational processes, reducing risks, and ensuring material availability to seamlessly support production and maintenance activities.

Education

- **Associate Degree (High Diploma) in Electronics & Industrial Control**
College of Technology (TDC), Dammam, Saudi Arabia | Feb 2007

Work Experiences

Warehouse Supervisor - Elopak Packaging Company LLC – Dammam, Saudi Arabia | Sep 2017 – Apr 2025

- Supervised daily warehouse operations including loading/unloading, material handling, and equipment safety (forklifts, cargo trucks).
- Managed warehouse staff training, task assignment, and performance oversight to ensure compliance with company standards.
- Maintained structured warehouse organization to support production and operational needs.
- Directed monthly, quarterly, and annual physical inventory counts and reconciliations in SAP.
- Oversaw goods receipt (GR) processes in SAP and coordinated with procurement and logistics teams to ensure timely shipments.
- Prepared purchase requests (PR) for critical items to avoid stockouts.
- Implemented safety and housekeeping practices, ensuring compliance with company and regulatory requirements.

Storekeeper / Shipping & Receiving Coordinator - Siemens Energy – Dammam, Saudi Arabia | Aug 2007 – Sep 2017

- Managed material receiving, inspection, and storage processes in SAP, ensuring quality and quantity standards.
- Maintained accurate and up-to-date inventory records to support production and maintenance teams.
- Exercised control over all store activities, including documentation and secure handling of sensitive files.
- Enforced PPE usage and compliance with safety protocols across warehouse operations.
- Supported procurement and supply chain functions by tracking materials and coordinating deliveries.

Certifications & Trainings

- Certificate: Modern Procurement & Supply Chain Techniques – Asharqia Chamber Training Center (2025)
- Certificate: Professional Management of Modern Warehouses – Asharqia Chamber Training Center (2024)
- Warehousing & Storage Safety
- Fire Marshal Training
- Incident Reporting & Investigation
- Getting Stuff Done – Personal Development Boot Camp

Skills

- ERP Systems: SAP (GR, PR, Inventory Control)
- Inventory Management & Stock Reconciliation
- Procurement & Logistics Coordination
- Microsoft Office Suite (Word, Excel, Access, Outlook)
- Time Management & Leadership Skills
- Communication & Problem-Solving

Languages

- Arabic
- English