

Zohaib A. Akhtar (Material Controller)



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Mobile: +966-591778868

+966-532745636

Address: Tabuk, Saudi Arabia

Iqama Status: Transferable

Driving License: Valid

Date of Birth: 20-Dec-1992

Nationality: Pakistani

ROLE OBJECTIVE

Detail-oriented Material Controller boasting expertise in inventory management and logistics. Proficient in maintaining meticulous records and optimizing inventory levels. Dedicated to upholding quality, reducing costs, and enhancing operational efficiency. Actively seeking a challenging position to apply my skills and drive organizational success.

WORK EXPERIENCE:

1- Company: **International Water Distribution Company Tawzea**

Position: Material Controller / Stock Controller

Period: Jun 2023 -Present

Place: Tabuk Saudi Arabia

Project: **TABUK 2 INDEPENDENT SEWAGE TREATMENT PLANT ISTPs JV (ACCIONA-TAWZEA)**

Duties:

- ❖ Maintain accurate and up-to-date records of all materials, equipment, and supplies.
- ❖ Monitor inventory levels and ensure adequate stock levels are maintained to support project requirements.
- ❖ Coordinate with procurement team to order materials and supplies as needed.
- ❖ Coordinating the entire supply chain process, from the acquisition of raw materials to the delivery of finished products to customers
- ❖ Managing the procurement process, including sourcing suppliers, negotiating contracts, and ensuring timely delivery of goods and services.
- ❖ Identifying potential risks in the supply chain and developing strategies to mitigate them, such as supplier disruptions, transportation delays, or inventory shortages.
- ❖ Collaborating with internal teams (such as procurement, manufacturing, and sales) and external partners (such as suppliers, carriers, and customers) to ensure smooth logistics operations.
- ❖ Overseeing warehouse operations, including storage, picking, packing, and shipping of goods. Optimizing warehouse layout and processes for efficiency.

2- Company: **Saudi Amana contracting co. LLC**

Position: Storekeeper

Period: Dec 2020 to Jun 2023

Place: Dammam-Hail

Projects:

- a. **KJ 119 GCC HV-MV DIELECTRIC LABORATORY @ MODON-DAMMM**
- b. **KJ-123-GCC HPL Generator and Fire & Safety Lab@MODON-DAMMM**
- c. **KJ-120-Marai Grow PPP#3 CSA Package@ Hail**

Duties:

- ❖ Maintain accurate and up-to-date records of all materials, equipment, and supplies.
- ❖ Monitor inventory levels and ensure adequate stock levels are maintained to support project requirements.
- ❖ Coordinate with procurement team to order materials and supplies as needed.
- ❖ Coordinating the entire supply chain process, from the acquisition of raw materials to the delivery of finished products to customers
- ❖ Managing the procurement process, including sourcing suppliers, negotiating contracts, and ensuring timely delivery of goods and services.
- ❖ Identifying potential risks in the supply chain and developing strategies to mitigate them, such as supplier disruptions, transportation delays, or inventory shortages.
- ❖ Collaborating with internal teams (such as procurement, manufacturing, and sales) and external partners (such as suppliers, carriers, and customers) to ensure smooth logistics operations.
- ❖ Overseeing warehouse operations, including storage, picking, packing, and shipping of goods. Optimizing warehouse layout and processes for efficiency.

3- Company: **ARAIL CONSTRUCTION**

Position: Storekeeper

Period: April 2015 to Dec 2020

Place: Riyadh Saudi Arabia

Projects:

- a. **3B2 Station Riyadh metro project**
- b. **KAFD Riyadh**
- c. **3J1 Station Riyadh metro project**

Duties:

- ❖ Maintain accurate records of inventory levels and stock movements.
- ❖ Conduct regular inventory audits to ensure accuracy and minimize discrepancies.
- ❖ Monitor inventory to avoid stockouts and overstock situations.
- ❖ Receive, inspect, and verify incoming materials, supplies, and equipment.
- ❖ Check for damaged or defective items and coordinate returns or replacements as necessary.
- ❖ Organize and arrange items in the storage area for easy access and efficient utilization of space.
- ❖ Process and fulfill internal or external orders accurately and timely.
- ❖ Prepare and package items for shipment or delivery to the designated locations.
- ❖ Maintain detailed records of all transactions, including receipts, deliveries, and inventory adjustments.

ACADEMIC OUALIFICATION

Matriculation In Arts Faisalabad, Pakistan

Grade A

SKILLS:

- English excellent written, verbal, and leadership communication skills and management skills, self-motivation, and ability to work well under pressure.
- Able to multi-task, prioritize duties and meet strict deadlines.
- Quick learner, keep learning and improving skills.
- Oracle & ERP
- Microsoft Office (Word, Excel, PowerPoint)

REFERENCES :

- Abdullah Alzamel
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- Ajaz Khalfy
Mob. +966-500845714
- Mubbashier Ahmed
Mob. +966-541552796



IFPSM

INTERNATIONAL FEDERATION OF PURCHASING & SUPPLY MANAGEMENT

Certification of achievement

Zohaib Akhtar

has satisfied the assessment criteria of the course/programme

Certified Supply Chain Management Expert
provided by

International Management Consultancy

This course/programme has fully met the Programme Accreditation Standard (PAS).

2024




Chris Oanda
President IFPSM



The PAS standard has been designed to recognise and accredit courses and programmes in purchasing and supply management that meet the criteria regarding the programme design and structure, learning objectives and quality control.


Markku Henttinen
Chief Executive IFPSM

The members of IFPSM comprise a powerful global network that elevates and advances the purchasing and supply management profession, favourably impacting international business practices

Ref. No.: KSA-O-KSJ-HR-ECS-00016-00

Date: 04/07/2023

EXPERIENCE CERTIFICATE

To whom it may concern:

This is to certify that **Mr. Zohaib Akhtar**, holding **Pakistan** Nationality, and ID No: **2384801185** worked in our Organization as **Store keeper**, for the period from **13/12/2020** till **30/06/2023**.

This certificate is issued upon the Employee's request and must not be interpreted as any form of guarantee.

Regards,

for Saudi Amana Contracting Co. LLC



شركة امانة السعودية
للمقاولات المحدودة ذ.م.و.
Saudi AMANA Contracting
Co. LLC

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Roll No. 523382

Registration No. 72515-FR-2010



BOARD OF INTERMEDIATE & SECONDARY EDUCATION, FAISALABAD
SECONDARY SCHOOL CERTIFICATE (ANNUAL) EXAMINATION, 2012

GENERAL GROUP

Certified that ZOHAIB AKHTAR

son / daughter of ASGHAR HUSSAIN

School / District GOVT, HIGH SCHOOL, 215/RB, FAISALABAD

Date of birth (in figures) 20-12-1992

(in words) TWENTY DECEMBER ONE THOUSAND NINE HUNDRED & NINETY TWO

has passed the Secondary School Certificate Examination IN ONE SITTING as a REGULAR

candidate, conducted by this Board in MARCH-APRIL 2012 obtaining 862 marks

out of 1100 and has been placed in Grade A. The grade awarded by the institution through internal assessment is A. He / She has obtained the following marks in the subjects offered by him / her.

S.No.	Subjects	Marks	
		Maximum	Obtained
1	Urdu	150	094
2	English	150	125
3	Islamiyat	100	093
4	Pakistan Studies	100	076
5	General Mathematics	150	126
6	General Science	150	105
7	Education	150	119
8	Islamic Studies	150	124

Dated: 20/07/2012

This certificate is issued without alteration or erasure.

SECRETARY
BOARD OF INTERMEDIATE & SECONDARY
EDUCATION, FAISALABAD