

Curriculum Vitae for WareHouse Supervisor

Email: zafer567@gmail.com

SYED ZAFER IQBAL

Mobile: +966 0562694088

SUMMARY

Dedicated Motivated Warehouse Supervisor over 10 years of experience in Store and Inventory Management. Seeking an Innovative and Challenging Position in an Organization where My Personal Skills and Abilities can be fully utilized towards the Growth and Development of Organization and Myself.

Professional Experience:

➤ Emdad Station for Trading KSA

Worked as a Warehouse Supervisor from March 2025 to July 2025.

➤ Design Affair Interior Designer Pvt Ltd, Hyderabad India.

Worked as a Purchaser & Warehouse Supervisor, Site Coordinator from June 2022 to Dec 2024.

➤ Jazzirah Environment Company, (Water & Waste Water Treatment Plant) Jeddah KSA.

Worked as Procurement Controller & Warehouse Supervisor on MODON project in Industrial City Saniyah Jeddah from 2015 to December 2021.

➤ Duties and Responsibility of Imdad Station for Trading Company

- Managing inventory levels at the optimum level, ensuring stock counts are accurate
- Planning efficient storage solutions to accommodate space utilization.
- Maintain and monitor inventory levels and coordinate with Sales team to timely replenishment of critical stock.
- Leading hiring, training, and managing staff in the warehouse, duties, and creating a culture of teamwork.
- Receiving the request from the concern site manager for issuing the items.
- When the goods received in warehouse, making the goods received note (GRN) and informing it to concern Site incharge pertaining their items received to inspect it.
- Maintained accurate records of all transactions, promoting transparency and accountability.
- Generate the balance stock report from ERP at the end of every month and sending it to Mechanical, Electrical, instrumentation, Plumbing ETC to review their item and take proper action if required.
- Receiving quotation from multiple vendors & compare all quoted value.
- Coordinating with finance for releasing payment to vendors.
- Preparing petty cash journal vouchers for local purchases.

Duties And Responsibilities of Design Affair Worked as Purchaser & Warehouse Supervisor.

- Receiving the request from the concern site manager for issuing the items.
- When the goods received in warehouse, making the goods received note (GRN) and informing it to concern Site incharge pertaining their items received to inspect it.
- Issuing the item from warehouse to the concern site person on his name through issuing Voucher in ERP.
- Generate the balance stock report from ERP at the end of every month and sending it to Mechanical, Electrical, instrumentation, Plumbing ETC to review their item and take proper action if required.
- Sending the driver to collect the shipment from vendors & our other site locally delivering to a particular location.
- Local purchases are also performed as per the request from the site supervisor or Engineer in Emergency cases.
- Preparing petty cash journal vouchers for local purchases.
- Maintaining the proper records of all transaction in a file (Filing in both soft copies in pc and filing of hard copies if necessary)
- Coordinate with Finance department for submitting the invoices and delivery notes for further action to Payment.
- Inwards and outwards correspondence for site and Head office.

Procurement Controller & Warehouse Supervisor on MODON Project.

Duties & Responsibilities Jazzirah Environment Company, _____ - Jeddah KSA

- Managing inventory levels at the optimum level, ensuring stock counts are accurate.
- Planning efficient storage solutions to accommodate space utilization.
- Leading hiring, training, and managing staff in the warehouse, duties, and creating a culture of teamwork.
- Monitor safety compliance with the regulations, as well as the creation and implementation of protocols for managing hazardous materials and tool maintenance.
- Finding good & standard vendors in market with lowest cost.
- Finding credit vendor who can supply the material on credit basis as per company requirement.
- Preparing contracts of our regular services on request of site incharge.
- Coordinating with all departments for any inquiry such as O&M, finance, HR, Health & safety, laboratory, Warehouse, Collection Dept.
- Receiving request from Requestor and forwarding for enquiry to vendor for RFQ to process PO.
- After receiving quotation, forwarding it to requestor for his technical evaluation and confirmation.
- Verifying the budget from finance to process request for purchase if it's within the sufficient budget.
- If budget is not sufficient, in such emergency purchase. Preparing over budget request to CEO for his approval.
- Receiving quotation from multiple vendors & compare all quoted value.
- Coordinating with finance for releasing payment to vendors.
- Local purchases are also performed as per the request from the plant manager in Emergency cases.

- Preparing petty cash journal vouchers for local purchases.
- Maintaining the proper records of all transaction in a file (Filing in both soft copies in pc and filing of hard copies if necessary)
- Inwards and outwards correspondence.

Other Responsibilities:

- Coordinate with Finance department for submitting the invoices and delivery notes for further action to process payments.
- Receiving the request from the concern department manager or plant manager for issuing the items.
- When the goods received in warehouse, making the goods received note (GRN) and informing it to concern Department pertaining their items received to inspect it.
- Issuing the item from warehouse to the particular department concern person on his name through issuing Voucher in ERP.
- Generate the balance stock report from ERP at the end of every month and sending it to Mechanical, Electrical, instrumentation, laboratory, processing, and health & safety to review their item and take proper action if required.
- Sending the driver to collect the shipment from vendors & our other branches such as Makkah region and delivering to a particular location.

Academic Profile:

- **Bachelor's in commerce**, Osmania University, Hyderabad, India.

Professional Abilities:

- Having good command & Knowledge of ERP System in Procurement and sourcing Module and Inventory Management System
- Team player with good command in dealing with multi nationals.
- Having ability to face new challenges.
- Decision making and Leadership Skill.
- Habituated of performing under pressure.
- Creative, energetic and dedicated towards job responsibility.
- Qualitative performer with accurate results

Technical Expertise:

- | | | |
|--------------------|---|---|
| • Operating system | : | Windows 2000, XP |
| • Packages | : | Ms-Office 2007; 2010. |
| • DST | : | Diploma in software technologies |
| • ERP | : | Enterprise Resource Planning (Purchasing & inventory Modules) |

(Microsoft Dynamic 365) , (Focus ERP)

Personal Profile:

- Propensity to learning and exploring new fields.
- Good interpersonal skill and ability to work individually in a team.
- Strong Analytical Relationship.
- Zeal to learn and adapt to changes.
- Self-motivated and a quick learner with a good team spirit.
- Able to handle multiple Tasks simultaneously.

Personal Data:

Date of Birth	:	14-06-1982
Iqama	:	Holding Transferable iqama
Passport No	:	N4017983
Nationality	:	Indian
Status	:	Married
Languages	:	English, Arabic, Urdu
Driving Licenses	:	Holding valid KSA.

Acknowledgement:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Jeddah KSA

(SYED ZAFER IQBAL)