

Hussain Anwar



Stock Coordinator | Procurement Specialist | Inventory Management| Warehouse Optimization

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven Procurement, Inventory, and Warehouse Management Professional with extensive experience in purchasing, supply chain coordination, stock control, and order fulfillment. Proficient in using Odoo ERP for inventory tracking, procurement processes, invoicing, reporting, and returns management. Demonstrated expertise in inventory audits, cycle counting, FIFO stock rotation, quality control, vendor relations, and warehouse optimization. Skilled in team leadership, staff supervision, workflow planning, and compliance with safety and quality standards. Adept at reducing discrepancies, improving stock accuracy, streamlining processes, and ensuring on-time, cost-effective distribution in high-volume environments.

WORK EXPERIENCE

STOCK COORDINATOR

D-FRUIT | JEDDAH SAUDI ARABIA

FEBURARY 2024 – Present

- Create, process, and manage 100+ purchase orders (POs) and RFQs monthly, streamlining procurement operations and reducing lead times by 15%.
- Receive, inspect, and verify over 2,000 units of fresh produce and warehouse materials weekly, achieving 98% quality compliance with standards.
- Conduct weekly cycle counts and monthly physical inventory audits, reducing stock variances by 20% year-over-year.
- Maintain FIFO inventory control and expiry tracking, cutting product wastage by 25%.
- Prepare, pick, pack, and dispatch 500+ transfer orders monthly to retail outlets, exceeding On-Time, In-Full (OTIF) delivery rate of 97%.
- Process and document product returns monthly, updating ERP records and reducing repeat return causes by 15% through root cause corrective actions.
- Improve warehouse slotting and rack utilization, increasing storage efficiency by 30% and speeding order picking by 20%.
- Perform weekly/monthly stock reconciliations, optimize reorder points and safety stock levels, improving replenishment accuracy to 95%.
- Generate and analyze KPI-based inventory performance reports, driving a 10% improvement in stock turnover ratio.
- Operate Odoo ERP to execute receipts, transfers, requisitions, invoicing, returns, and adjustments with 99% data accuracy.
- Apply barcode and SKU labeling, ensuring 100% traceability and reducing picking errors by 18%.
- Optimize warehouse layout, increasing space utilization by 20% and enhancing workflow productivity.
- Lead, train, and supervise a team of 10+ warehouse and logistics staff, boosting team productivity by 15% and reducing onboarding time.
- Enforce SOPs and health & safety compliance, achieving zero lost-time incidents for two consecutive years.

STOREKEEPER
AL-SAMAR CENTER

2022-2023

1. Inventory Management
2. Logistics Coordination
3. Stock Control
4. Order Processing

STOCKROOM CLERK
AL-NASSAR CENTER

2015-2017

- Receive and conduct a physical count of stock
- Arrange stock in appropriate storage areas
- Match and verify items with the corresponding invoice

EDUCATION & Certificates

Punjab College Of Science, FSC Pre Engineering

2009-2011

Business Management Course

Two Year

SKILLS

- Warehouse management
- Stock/Inventory Control
- Purchasing, Shipping and Receiving Operations
- Inventory Control & Management
- Supply Chain Coordination
- Data Entry & Inventory Systems
- Stock Replenishment
- Warehouse Organization & Optimization
- Order Processing & Fulfillment
- Cycle Counting & Auditing
- Problem Resolution & Root Cause Analysis
- Documentation & Reporting Accuracy

languages

- URDU
- ENGLISH
- ARABIC