

MUHAMMAD NAVEED

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Dammam, Saudi Arabia | Iqama: Transferable



PROFESSIONAL SUMMARY

Results-driven Warehouse&Logistics Supervisor with 15+ years of progressive experience in warehouse management, logistics supervision, inventory control, and sales coordination across multinational and regional companies in KSA and Pakistan. Proven expertise in raw materials and finished goods control, inventory accuracy, and ERP/WMS systems (Oracle, Microtech, Odoo). Recognized for driving operational efficiency, cost reduction, and safety awareness. Adept at leading cross-functional teams, supporting sales operations, and implementing process improvements that strengthen supply chain and customer service performance.

KEY SKILLS

Warehouse Operations&Logistics Management	Raw Materials&Finished Goods Control	Inventory Management&Stock Accuracy
Sales Coordination&Customer Support	Supply Chain Planning&Procurement Liaison	ERP/WMS Systems (Oracle, Microtech, Odoo)
KPI Tracking&Performance Reporting	Process Optimization&SOP Development	Cycle Counting&Audit Compliance
Safety Standards&Risk Awareness	Leadership&Team Development	Change Management&Continuous Improvement

PROFESSIONAL EXPERIENCE

Al Hayat Ice Co. – KSA

Warehous & Logistics Supervisor | Mar 2024 – Present

- Lead daily warehouse operations for raw materials and finished goods, ensuring 99% order fulfillment accuracy.
- Supervised and developed warehouse staff, implementing shift optimization and training to boost team productivity.
- Maintained precise records in WMS, conducting cycle counts and inventory audits to prevent stock variances.
- Partnered with procurement and production teams to ensure seamless replenishment and product availability.
- Implemented finished goods control procedures, monitoring shelf life, product rotation (FIFO/FEFO), and dispatch accuracy to minimize losses.
- Introduced process improvements in loading/unloading, reducing product loss by 15%.

Al Hazm Industrial Equipment – KS

Warehouse Supervisor | Nov 2022 – Feb 2024

- Maintain accurate records of machines parts and equipments.
- Conduct regular cycle counts and audits to prevent discrepancies.

- Supervise proper storage of machines and parts according to manufacturing guidelines.
- Report stock levels damages and slow moving parts to management.

Dyrup Paints (UNIVEST Co, Multinational) – KSA

Logistics Supervisor | Jul 2011 – Feb 2022

- Oversaw logistics and warehouse operations for a multinational paint&chemical manufacturer, managing both raw material and finished goods warehouses.
- Conducted monthly cycle counts, reducing inventory discrepancies by 30%.
- Supervised material issuance, batch control, and palletizing to meet strict quality standards.
- Monitored finished goods stock levels, coordinated with sales and production teams to ensure timely dispatches, and maintained optimal storage conditions for chemical products.
- Coordinated with external transporters and internal drivers, improving on-time delivery rates by 20%.
- Generated KPI, stock transfer, and shelf-life reports for management review.
- Supported sales operations by coordinating order fulfillment, ensuring timely product dispatch, and assisting with accurate documentation for client deliveries

Al Kuhaimi Metal Industries – KSA

Sales Coordinator | Mar 2010 – Jun 2011

- Managed sales quotations, invoices, and order tracking for clients across KSA.
- Coordinated with production and logistics to ensure customer requirements were met on time.
- Analyzed sales data and prepared management reports for strategic improvements.

New Systems Contracting Co – KSA

Executive Secretary | May 2009 – Feb 2010

- Provided executive-level support, preparing correspondence, schedules, and compliance documentation.

Admiral Pvt. Ltd – Pakistan

Logistics Coordinator | May 2007 – Mar 2009

- Supervised logistics operations in a leading garment manufacturer, overseeing raw material and finished goods.
- Coordinated transport schedules and warehouse stock updates to ensure production continuity.

EDUCATION & CERTIFICATE

Bachelor's in Economics, Business Law, Cost&Accounting

Certificate in Oracle 7.x, Developer / 2000

TECHNICAL SKILLS

ERP/WMS: Oracle, Microtech, Odoo

Microsoft Office Suite (Excel, Word, PowerPoint)

Barcode Scanning&Inventory Control Systems

KPI&Performance Reporting Tools.