

MOHAMMED ABDUL MUQEEM

INVENTORY SPECIALIST



 Mohammed Abdul Muqeem

 +966560034957

 mohammedmuqeem81@gmail.com

 Hyderabad

PERSONAL INFORMATION

Gender

Male

Nationality

Indian

Driving License

India & KSA

Passport

AB020787 (14/04/2035)

Marital status

Married

Visa status

Employment, Iqama
status transferrable.

Current address

Jeddah, Mecca Region
KSA

PROFESSIONAL OVERVIEW

Dynamic and detail-oriented Inventory Specialist with over 9 years of comprehensive experience in inventory management, procurement, and administrative support. Proven expertise in maintaining accurate stock records, minimizing discrepancies, and ensuring seamless inventory operations across diverse industries including trading and educational institutions. Adept at implementing inventory control procedures, coordinating with suppliers, and optimizing stock levels to support business objectives.

EDUCATION

 **B. Com** 2013 – 2015
Jagruthi Degree College, Osmania University

WORK EXPERIENCE

INVENTORY SPECIALIST

AKUN GROUP- Cold store warehouse 2021 - 2025
Jeddah, KSA

- ❖ Conducted physical stock audits, reconciled inventory data, and resolved discrepancies.
- ❖ Maintaining accurate inventory records
- ❖ Coordinating with warehouse, purchasing and sales staff to manage inventory levels
- ❖ Performing regular inventory audits to ensure accuracy
- ❖ Creating and implementing inventory control procedures and best practices
- ❖ Forecasting supply needs based on trends and demand patterns
- ❖ Processing and documenting damaged inventory and coordinating repairs or disposal
- ❖ Identifying and resolving discrepancies between inventory records and physical counts
- ❖ Ensuring compliance with relevant laws and regulations related to inventory control
- ❖ Using inventory management software and systems to track and analyze inventory trends and performance

INVENTORY SPECIALIST

ESSENWARE PRIVATE LIMITED 2018 - 2021
Hyderabad, India

- ❖ Managed day-to-day inventory operations, ensuring accurate tracking and recording of stock.
- ❖ Maintained minimum stock levels and placed purchase orders as needed.
- ❖ Coordinated with warehouse staff for proper handling, storage, and dispatch of materials.

INVENTORY SPECIALIST

HVCP RICE TRADERS

2015 – 2018

Hyderabad, India

- ❖ Monitor and manage stock levels, ensuring accuracy in physical counts and system records.
- ❖ Conduct regular cycle counts and full inventory audits to minimize discrepancies.



WORK EXPERIENCE

- ❖ Coordinate with suppliers and vendors for timely procurement of stock.
- ❖ Analyze sales trends and demand forecasts to maintain optimal inventory levels.
- ❖ Generate inventory reports, stock movement summaries, and variance analysis.
- ❖ Supervise loading, unloading, and proper storage of goods in the warehouse.
- ❖ Ensure compliance with safety and quality standards in inventory handling.
- ❖ Support cross-functional teams in logistics and order fulfillment processes.



SKILLS

PERSONAL SKILLS

- Strong Attention to Detail
- Problem-Solving & Critical Thinking
- Excellent Time Management

PROFESSIONAL SKILLS

- Inventory Management & Stock Control
- Warehouse Operations & Logistics Support
- Procurement & Supplier Coordination

PROFESSIONAL CERTIFICATION

- Inventory Management from Great learning
- Warehouse management from Alison Learning.



COMPUTER PROFICIENCY

MS Office

ERP-Tally ,Focus, Odoo



LANGUAGES

English

Hindi

Arabic-Beginner, Urdu



DECLARATION

I, Mohammed Abdul Mugeem, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mohammed Abdul Mugeem



15th June, 2025

Date of Award



CERTIFICATE

MOHAMMED ABDUL MUQEEM

has received this award for successfully
completing the course:

**Warehouse Management: Inventory, Stock
and Supply Chains**

To verify:



2327-48921540
alison.com/certification/check/f02d1611a5

Maere Richardson
Director of Certification



CERTIFICATE OF COMPLETION

Presented to

Mohammed Abdul Muqeem

For successfully completing an online course

Inventory Management

Course completed on June 12, 2025

A handwritten signature in black ink, appearing to read 'Harish'.

Harish Subramanian

Academic Director, Great Learning

