

MUHAMMAD ARIF

Logistic Coordinator/Warehouse Supervisor

Summary

Dynamic and highly accomplished Supply Chain & Warehouse Professional with over 10 years of international experience leading warehouse operations, logistics coordination, inventory management, and distribution activities across fast-paced environments. Demonstrated expertise in streamlining processes, optimising inventory accuracy, improving operational efficiency, and ensuring seamless inbound and outbound logistics. Recognised for strong leadership, strategic planning, analytical problem-solving, and the ability to manage multiple priorities while maintaining high standards of safety, quality, and performance. A Bachelor of Commerce (B.Com) graduate (2010) with a commitment to driving operational excellence, reducing costs, and contributing to organisational success through effective supply chain and warehouse management.

Experiences

- Logistics Coordinator | SELCO | RIYADH-KSA** 2025 – Present
 - Coordinated daily logistics operations, ensuring timely movement of materials and products across the supply chain.
 - Managed inbound and outbound transportation schedules and delivery tracking to meet customer and operational requirements.
 - Monitored inventory levels and coordinated with warehouse staff to ensure accurate stock availability and replenishment.
 - Resolved delays, allocation issues, and discrepancies while maintaining high service standards.
 - Utilised Oracle systems and logistics software to track picking, update shipment status, and generate operational reports.
 - Ensured compliance with company policies, safety regulations, and quality standards throughout logistics operations.
- Warehouse Officer | Premier Sales (PVT) Ltd | KARACHI-PAKISTAN** 2018 – 2025
 - Managed day-to-day warehouse operations, ensuring efficient receipt, storage, and dispatch of goods.
 - Maintained accurate inventory records and monitored stock levels using ERP/Warehouse Management Systems.
 - Coordinated inbound and outbound shipments to ensure timely delivery and receipt of materials.
 - Conducted regular stock counts, cycle counts, and inventory audits to maintain inventory accuracy.
 - Ensured proper storage, labelling, and handling of materials in accordance with company procedures.
 - Prepared and maintained warehouse documentation, including Goods Receipt Notes (GRN), delivery notes, and inventory reports.
 - Supervised loading and unloading activities while ensuring compliance with safety standards.
 - Investigated and resolved inventory discrepancies, damaged goods, and shipment issues.
 - Maintained a clean, organised, and safe warehouse environment in accordance with HSE regulations.
 - Implemented warehouse best practices to improve efficiency.
- Logistics Coordinator | DANUBE Home LLC | DUBAI-UAE** 2016 – 2018
 - Managed the complete inbound logistics process from Dubai and Ajman Ports to warehouse facilities, ensuring timely and cost-effective movement of goods.
 - Responsible for end-to-end coordination of FCL (Full Container Load), LCL (Less than Container Load), and local purchase operations, ensuring smooth receipt and processing of goods.
 - Monitored shipment schedules, container arrivals, and transportation planning to avoid delays and demurrage charges.
 - Arranged container transportation from ports to warehouses and ensured timely unloading and receipt of goods.
 - Coordinated with warehouse teams for receiving, inspection, put-away, and inventory updates upon cargo arrival.
 - Tracked inbound shipments and provided regular status updates to management and relevant stakeholders.
 - Managed discrepancies, damaged shipments, and delivery issues while ensuring prompt resolution.

• **Warehouse Team Leader | DANUBE Home | RIYADH-KSA**

2014 – 2015

- Supervised daily warehouse operations, including receiving, storage, picking, packing, and dispatch activities.
- Led and managed warehouse staff, assigning tasks, monitoring performance, and ensuring productivity targets were achieved.
- Ensured accurate inventory control through regular stock counts, cycle counts, and inventory reconciliations.
- Coordinated inbound and outbound shipments to ensure timely receipt and delivery of goods.
- Monitored warehouse space utilisation and implemented efficient storage practices to maximise capacity.
- Ensured compliance with company policies, health and safety regulations, and warehouse operating procedures.
- Managed order fulfilment processes to ensure accurate and timely delivery to customers and retail stores.
- Investigated and resolved inventory discrepancies, damaged goods, and operational issues.
- Oversaw loading and unloading activities, ensuring proper handling of products and adherence to safety standards.
- Monitored warehouse KPIs, prepared operational reports, and identified opportunities for process improvements.
- Ensured proper use of ERP/WMS systems for inventory management, stock movements, and reporting.
- Trained, coached, and developed warehouse personnel to maintain high operational standards and team performance.
- Managed returns, damaged goods, and reverse logistics processes in accordance with company procedures.

• **Storekeeper | Premier Sales (Pvt) Ltd | KARACHI -PAKISTAN**

2010 – 2014

- Received, inspected, and verified incoming materials against purchase orders, delivery notes, and invoices.
- Maintained accurate inventory records and updated stock transactions in ERP/Warehouse Management Systems.
- Organised and stored materials systematically to ensure easy identification, accessibility, and stock accuracy.
- Conducted regular stock counts, cycle counts, and inventory audits to ensure inventory accuracy.
- Prepared and processed Goods Receipt Notes (GRN), material issue vouchers, stock transfer documents, and other inventory records.
- Identified and reported damaged, expired, or slow-moving inventory and recommended corrective actions.
- Maintained proper housekeeping and ensured compliance with health, safety, and company standards within the store.
- Managed stock returns, material transfers, and inventory adjustments while maintaining accurate documentation.
- Assisted in preparing inventory reports and supporting internal and external audits.
- Ensured all materials were properly labelled, stored, and handled to prevent loss or damage.

Education

- **Bachelor of Commerce | UNIVERSITY OF KARACHI -PAKISTAN**

2018 – 2010
- **Diploma of Associate Engineering | SBTE KARACHI -PAKISTAN**

2003 – 2007

Contact



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Visa Status
Transferable Iqama

Systems Skills

- ERP System (Orain)
- Oracle (Fusion)
- Ms Office

Language

- English
- Arabic
- Hindi
- Urdu

Professional Skills

- Warehouse Operations Management
- Inventory Control & Stock Management
- Logistics Coordination
- Inbound & Outbound Logistics
- Supply Chain Management
- Communication & Coordination