

Mohammed Hafeezuddin

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OBJECTIVE

To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are sufficient and where I can utilize my skills effectively and efficiently.

PROFILE SUMMARY

An enthusiastic Warehouse Supervisor with the drive, determination and a proven ability to oversee the efficient receipt, storage and dispatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse to achieve a maximum efficiency.

SKILLS

- Warehouse Management
- Warehouse Distribution
- Stock Control
- Performance Management
- Supply chain process
- Operational efficiency
- Warehouse Administration
- Planning
- Problem Solving
- Conflict resolution
- Excellent inter-personal and communication skills
- Excellent organizational solving skills, has the ability to work independently
- Excellent multitasking skills and can work under pressure
- Strong attention to details and accuracy

QUALIFICATION

- * B.Sc. (M.E.Cs) Maths, Electronics & Computer Science - India
- * Intermediate (Maths, Physics, Chemistry) (A.P. Board - India)
- * Secondary School Certificate (A.P. Board - India)

COMPUTER SKILLS

- ✓ Excellent End user of ERP software from Falcon
- ✓ 3 months Advance Diploma course in Computer Application (MS – Word, Excel, PowerPoint)
- ✓ 3 months Advance Diploma course in Computer Hardware & Network maintenance
- ✓ Personality development and English language course

LANGUAGE SKILLS

- English: Read, Write, Speak.
- Arabic : Speak
- Hindi : Read, Write, Speak
- Urdu : Speak

WORK EXPERIENCE

IT Technician

June 2019 to Till Date

Abdullah Fouad Company (Saudi Aramco , WRP Project)

Responsibilities:

- Maintenance and Storage of Computer Hardware devices
- Installing and configuring hardware and software components to ensure usability
- Installing and upgrading anti-virus software to ensure security at the user level.
- Providing support to user and being the first point of contact for error reporting
- Upgrading the entire system to enable compatible software on all computers
- Replacement of old Desktop PC, Laptop with new.
- Configuration of Windows 10 for new devices
- Backup of Data for every user
- Configuration of devices to workstation
- Develop and maintain local networks in ways that optimize performance
- Installation and configuration of Local and Network Printer
- Installation and configuration of Outlook
- Installation and configuration of software's.
- Troubleshooting of devices
- Handling the devices to the assigned users
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Provide on-site, remote, telephone and email technical support to the Foundation team

Warehouse Supervisor

March 2013 to March 2019

Emdad Arriyadh Trading Company (Building Materials)

Responsibilities:

- Follow up receiving of goods and storing it Physically
- Handling all warehousing and logistic activities from time of sales orders are booked
- Releasing the Quantity and return if any as per invoices
- Follow up rearranging and restoring for all old and new items and equipment's on daily basis
- Leading and enforcing the day to day instructions and work activities at the warehouse and ensure task and objectives are met
- Coordinating with the higher management by providing daily, weekly, monthly reports and inventory reports as and when required
- Adhering of documents filing on daily basis
- Coordinated with the team to count the availability of materials at the company's warehouse and informed the team-head about the shortage
- Verified the Material list with purchase orders from clients before sending it to the packaging department
- Updating and maintaining daily transaction hard copies documents
- Follow up issuing procedure of all equipment and goods under warehouse procedures.

Warehouse Supervisor
July 2009 to September 2012
Medwin Pharma Limited, Secunderabad - India

Responsibilities:

- Managing deliveries of pharmaceutical drugs' supplies clients as per order schedules
- supervising the packaging department, and ensuring proper use of safety materials to avoid injuries or damage to products
- Working and assisting the operations manager with activities related to transportation of medical supplies
- Checking inventory of pharmaceutical medicines, disposing off expired medicines, and ensuring quality products are supplied to the clients
- Scheduling team meetings to review performance, share new policies and procedures, and keep staff informed about the changes in inventory management policies
- Reviewing client's feedback regarding the company's medical products and delivery services to Improve efficiency
- Oversaw payment receipt, storage, and shipment of medical supplies, and followed proper reporting to the operational head
- Checked consignments, and assigned appropriate bar-codes to the packages before sending it to the shipment department
- Prepared accurate report on the quantity of medical products supplied to the hospitals, clinics or Health-care center along with transportation cost.

Store Keeper
April 2007 to March 2009
Roxy Furniture's Limited, Warangal – India

Responsibilities:

- Managing all process and functions within a busy warehouse
- Managing a team of up to 25 Employs within warehouse
- Coordinating racking and sorting
- Maintaining of high standards of materials handling
- Responsible for the warehouse security and accountability
- Ensuring stock levels are managed and controlled effectively
- Using computer systems to monitor stock control
- Managing all Stock material files
- Scheduling work to meet variations in staffing levels and workloads
- Producing incident and performance reports to senior managers
- Updating and maintaining computerized and paper based administrative records
- leading, motivating and developing staff
- Reconcile all inventory
- Working with team to review procedure and maximum customer satisfaction.

PERSONAL DATA

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| Date of Birth | 01/01/1985 |
| Nationality | Indian |
| Gender | Male |
| Marital Status | Married (2 Dependents) |
| Iqama Status | Valid & Transferable |
| Driving license | Saudi and Indian |