



MOHAMMED JAVEED

SENIOR EXECUTIVE OF WAREHOUSE

☎+918897239247

✉Javeed9392@Gmail.com

☞ SKYPE ID: JAVEED1853

Summary

16years of relevant experience in Warehousing/Store's in a Manufacturing Co

- Good communication and Interpersonal skills to be able to communicate effectively with a range of people from different backgrounds,
- Inventory control procedures (Intermediate Level)
- Optimizing space utilization (Intermediate Level)
- Quality control and service standards. (Advanced Level)
- Good computer skills – Microsoft/Sap,SapHana,Focus,stock management system
- Experience in managing the storage and movement of stock items
- Excellent organizational and problem solving skills
- Adaptability – willingness to undertake a wide range of tasks
- Is able to work autonomously and demonstrate initiative but seeks help as required and works consultative within a team
- Good time management – able to work to deadlines
- Ability to work under pressure and to tight deadlines

Career Objectives

To secure the position of “Warehouse/Store's” in your organization, where I can use my managerial skills and administrative traits in the development of the organization, that would allow me to handle the warehouse processes ensuring quality and time-efficiency.experience in inventory management, logistics, and distribution. Hard-working, responsible, and organized individual seeks job as a warehouse to help maintain a healthy, cohesive work environment for all employees and maintain a baseline standard of professionalism. Dexterous and diligent professional.

Educational Qualification: B.Com

Experience

16years

Software Knowledge

:SAP, FOCUS, SAP HANA latest version 2015,ADCA
Windows 98, Windows XP, Microsoft word, Excel spreadsheet
Microsoft PowerPoint, Out Look Express, Microsoft Access,
typing abilities Strong abilities to integrate with teamwork

India Experience

7 years' experience foundry industry in hyderabad

On behalf of PITTI CASTINGS PRIVATE LIMITED

And PITTI LAMINATIONS PRIVATE LIMITED

Macharam village balanagar mandal mahabubnagar DIST

Position: stores officer

Year: November 2011 TO August 2018

Duties & Responsibilities

- Preparation of all GRINS in Focus and SAP HANA forwarding to purchase department within two working days.
- Shortage/excess/Damaged details against receipts forwarded to purchase department on the same day.
- All purchase indents uploaded in Focus and SAP HANA on the same day.
- Maintain ERP vs Physical zero variance for All electrical items stocks.
- Preparation of BOM items stock position details report in Excel on daily basis.
- Urgent list report BOM items stock position in excel
- Piggged metal daily report in Excel
- Regarding resin & catalyst supplier and batch wise details report in excel
- BOM v/s actual consumption monthly Report in excel
- Monthly wise PPE consumption report
- Month wise fettling consumables & fettling tools consumable details
- Self life monitoring register
- Stores stock statement
- Preparing of urgent material items list on daily basis.
- In case of non receipt of Test certificates.
- Unload in allotted area if accepted by QA / User department. Otherwise dispose the material accordingly. Certificates with supply and keep the materials on HOLD till receive Test
- Ensure the materials are stored batch wise and lot wise as per "First In First Out" (FIFO) method for all shelf life specified items. Refer list of materials specifying shelf life item as well. Ensure that the receipt and the shelf life.
- RGP/NRGPs preparation in Focus and SAP HANA
- RGPs reconciliation. preparation of pending RGPs & follow up with user departments to close the same in stipulated time .
- Perpetual stock counting of maintainance items, physical stocks vs book stocks variance report preparation
- Internal store documents handling.

Position: SENIOR EXECUTIVE

Year: August 2015 TO 2018

Duties & Responsibilities

- Responsible for Gen: consumables & spares items directly.
- Responsible to monitor the production consumables stores activities.

- Overall in-charge for maintaining the inventory planning & control, its records/documents in coordination with inventory control supervisor and other stores crew.
- Simplification variety reduction and standardization of entire stores items and keep maintaining them in a professional way of inventory control.
- Arrange the entire stock items with proper classifications into ABC/VED analysis. In co-ordination with inventory control supervisor.
- Ensure that all received items are properly through PO and the GRNs are made on time and submit to the purchase department, weekly reports to be monitored and take corrective action.
- Coding of new materials & material master updating in co- ordination with SAP team.
- Strictly and closely monitor the inventory transactions through the system) GRN/SIV) cross check and applies necessary corrective action required to be taken in co- ordination with stores manager.
- Organize the stock verification as per the laid down procedure.
- Supervise the activities of material incoming/out going of stores and the entire related transactions.
- Ensure the materials are issued against the authorized issue slips/gate passes and updates the same in the SAP system promptly.
- Ensure the proper storage and preservation of materials, ensure timely posting of BIN cards and accountable of the transaction in the stock ledgers on daily basis.
- Ensure proper arrangements are made for unloading the incoming goods at proper locations.
- Prepare daily weekly and monthly reports as specified in work instructions.
- See to all jobs are in accordance to the ISO 9001-2008 requirements.
- Ensure that the functions of stores are carried out smoothly.
- Meet all the statutory requirement to carry out above operation
- Oversee the overall administration of the store.
- Utilize the resource (men & machinery) available with the department to the optimum level.
- Co-ordinate and correspond with all the other departments & statutory authorities.
- Identify the training needs and organize for the department employee.
- Assist in implementing & maintaining the quality policy & quality system.
- Set the quality objectives for continual improvement of the department.
- To plan & manage the inventory at optimum level and avoid inventory stock outs and blockade by supplying un-interrupted supply to the plants for stock items.
- To implement scientific methods of store keeping for smooth functioning of stores.
- To plan and develop for the continual improvement by various methods & new systems of materials management and train the personal accordingly.
- To run the entire functionalities in line with ISO 9001-2008 complies.
- To ensure to follow effective safe material handling procedures and house keeping methods.
- Ensure to avoid any deterioration and wastage of materials by adopting appropriate preservation methods.
- Ensure to avoid duplication of inventory by standardization and codification.
- To apply scientific cost control methods on overall inventory application and help in cost reduction.
- Provide proper training to employees joining in the department.

Gulf Experience

5 years' experience steel co in Saudi Arabia
On behalf of NATIONAL STEEL Co, AL-tuwairqi group of companies

Position: store supervisor

Year: May 2006 –2010

Duties & Responsibilities

- Receiving the material from the suppliers against the PR/PO, arranging for uploading in proper location and maintaining complete records of receipts like PGRR preparation and GRN creation in the system.
- Arranging for the inspection of inward material by QC inspector/indenter on time.
- Stack/preserve the inspected material into respective locations / designated bins and ensure the bin numbers / storage locations are updated in the SAP system.
- Arrange proper identification tags on the material and storage bins.
- To ensure all documents GRN, RDN etc.prepared by him are checked by his officer, approved by GM (material) reached to purchase department in time for onward process and all the copies of which are filed in their respective files.
- To ensure all rejected materials are arranged in specific stores area allotted for this purpose and reached the supplier for necessary replacement.
- Maintain effective house keeping and safety methods while handling the material.
- All jobs to be carried out in accordance to the ISO 9001-2000 requirement
- All the above jobs to be carried out as per the work instruction prepared in details and circulated to all concerned.
- Any other assignment like physically inventory etc, given by the store officer / general manager from time to time.

Duties & Responsibilities

- Issuing the material as required by end user against authorized ISO document no.
- Posting the issue vouchers into SAP system properly by selecting related movements.
- Updating the bin cards properly after issuing the material and keeping them back to the location after updating.
- Arrange proper identification tags on the material and storage bins.
- Ensure all issue vouchers are counter checked and signed by the supervisor.
- Ensure all issue vouchers are filed in their respective file.
- Maintaining and controlling of returnable / non-returnable gate passes prepared by the end user.
- All jobs to be carried out in accordance to the ISO 9001-2000 requirement.
- All the above jobs to be carried out as per the work instruction prepared in details and circulated to all concerned.
- Any other assignments like physically inventory etc, given by the stores supervisor / manager from time to time.

Duties & Responsibilities

- Store officer stores consumables / spares items and all other related materials.
- Overall in-charge for maintaining the inventory planning & control, its records/documents in coordination with GM (materials) and other stores crew.
- Simplification variety reduction and standardizations of entire stores items and keep maintaining them in a professional way of inventory control.
- Arrange the entire stock items with proper classification into ABC/VED analysis.
- Responsible for material master creating material codes for all inventory items with the help of SAP team.
- Maintaining the stock in optimum level by adopting the inventory control techniques, to avoid reu-outs, over-stacking that blocks the unnecessary inventory value and hampering of production in case of under-stacking this avoids also the emergency purchases cost.

- Periodical (weekly/fortnight/monthly) review of inventory and replenish the stocks according classification.
- Monitoring the consumption by cost centers (against approved budget) and highlighting the abnormalities to the management from time to time and adjust the min-max levels accordingly with the approval plant GM,
- Strictly and closely monitoring the inventory transaction through the system (GRN/SIV) cross checking necessary corrective action to be taken in coordination with GM (materials).
- Creating the purchase Requisitions in the system for stores as well as the plant end user.
- Supervise the activities of material incoming and out going of stores and the entire transactions related to this.
- To ensure the GRN/SIV are maintained in the way they have to be maintained as per procedural manual.
- To ensure the proper storage and preservation of material.
- To ensure timely posting of bin cards and accountable of the transactions in the stock ledger on a daily basis.
- To ensure proper arrangements are made for unloading the incoming goods at proper locations.
- To ensure physical stock verification is carried out periodically as per the procedure laid down in the stores.
- All jobs be carried out in accordance to the ISO 9001-2000 requirement.
- To ensure all periodical and statical repots are prepared timely and distributed to the concerned.
- Any other activities as assigned by the general manager (materials) from time to time.

Duties & Responsibilities:

Store supervisor (Inventory control)

- Overall in-charge for maintaining the inventory planning & control, its records/documents in coordination with stores manager and other stores crew.
- Simplification variety reduction and standardization of entire stores items and keep maintaining them professional way of inventory control.
- Arrange the entire stock items with proper classification into ABC analysis.
- Identify and control the material movement within its planned levels by categorizing them into analysis and initiate the surplus/obsolete items disposal with the approval of management.
- Responsible for material master creating material codes for all inventory items.
- Maintaining the stock in an optimum level by adopting the inventory control techniques, to avoid run-outs, over stacking and under-stacking that blocks the unnecessary inventory value and hampering of production in case of under stacking.
- Periodical (weekly/fortnight/monthly) review of inventory and replenish the stocks according to the ABC classification.
- Monitoring the consumption by cost centers (against budget) and highlighting the abnormalities to the respective department heads, plant management and materials management and follow up for necessary action.
- Monitoring the history of stock items and non-stock items as well to up date their status of stock types from stock to non-stock and vice versa based on their consumption behavior.
- Strictly and closely monitoring the inventory transaction through the system (GRN/SIV) cross checking and necessary corrective action to be taken in coordination with stores management.
- All jobs to be carried out in accordance to the ISO 9001-2000 compliance.
- Any other activities as assigned by the store manager from time to time.

Duties & Responsibilities:

Document controller

- Processing of purchase requisition in the system for all non-stock items.
- Requesting for new code creation in coordination with SAP team under the supervision stores supervisor / manager.
- To maintain the filling system in systematic way.
- Achieve the files in the filling room and retrieve the documents when it is needed.
- Monitor the GRN/SIV/PR/other document files with system weekly basis and arrange in the file with index and fix the standard label outside with full details according to ISO standard.
- To receive on daily basis approved purchase requisitions of various departments from the general manager and forward to procurement department under acknowledgement, maintain log book in this regard.
- Ensure all relevant data is properly filled by respective dept.
- Keep close co-ordination with indenters for doubts/clarifications.
- Maintain all ISO documentations and files of stores.
- Support superiors in accomplishment of day to day activities.
- Any other work / assignment as given by supervisors / managers and when required.

India Experience

4 years experience in leather showroom

On behalf of LEATHER WORLD SHOWROOM HYDERABAD

Year: JAN 2002 –2006

Position: store Keeper

Duties & Responsibilities:

- Receiving the material from the suppliers against the PR/PO, arranging for uploading in proper location and maintaining complete records of receipts like PGRR preparation and GRN creation in the system.
- Arranging for the inspection of inward material by on time.
- Stack/preserve the inspected material into respective locations / designated location and ensure the storage locations are updated in the system.
- Arrange proper identification tags on the material and storage.
- To ensure all documents GRN,RDN etc.prepared by him are checked by his showroom incharge, approved material reached to showroom in time for onward process and all the copies of which are filed in their respective files.
- To ensure all rejected materials are arranged in specific stores area allotted for this purpose and reached the supplier for necessary replacement.
- Maintain effective housekeeping and safety methods while handling the material.
- Posting the issue into system properly by selecting related material.
- Updating the properly after issuing the material and keeping them back to the location after updating
- Arrange proper identification tags on the material storage.
- Ensure all issue are counter checked and signed by the showroom incharge.
- Ensure all issue are filed in their respective file.
- Maintaining and controlling of returnable / non-returnable gate passes prepared by the end user.
- All the above jobs to be carried out as per the work instruction prepared in details and circulated to all concerned.
- Any other assignments like physically inventory etc, given by the Showroom Incharge from time to time.

<ul style="list-style-type: none">• PRCEDURAL MANAUL ON SAP-MM-IM FUNCTIONALITY• CONCEPT OF SAP MANAUL

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| <ul style="list-style-type: none">• 1) Providing the right information on critical path methods being practiced in the inventory management through SAP. |
| <ul style="list-style-type: none">• 2) TO have transparency over the functionalities in order to run the stores jobs smoothly and in a professional way. |
| <ul style="list-style-type: none">• 3) Avoid any confusion on verbal training or instructions. |
| <ul style="list-style-type: none">• 4) Serves as a reference book for the trainers who train the trainees. |
| <ul style="list-style-type: none">• 5) A very good guide for new trainee's employee. |

Personal Details:

MOHAMMED JAVEED

Birth Date: May 28/05/1981

Gender : MALE

Resident of: HYDERABAD TELANGANA STATE (INDIA)

Marital Status: MARRIED

Nationality: INDIAN

Pass port number: S8835643

(MOHAMMED JAVEED)