

Saif Ullah

NADEC City, Haradh, Eastern Province, Saudi Arabia | +966 570868237 | saifullahaurangzeb@gmail.com | s.aurangzeb@nadec.com.sa

Profile

Results-driven professional skilled in inventory control, SAP EWM, and Microsoft 365, with extensive experience in warehouse organization and safety. Adept at optimizing inventory levels and improving distribution performance to meet business objectives. Eager to leverage expertise in Warehouse Management to support and enhance operational efficiency in the desired role.

Experience

WAREHOUSE COORDINATOR | NADEC, SAUDI ARABIA | MARCH 2024 – PRESENT

- Maintain optimal inventory levels to sufficiently meet customer demand while minimizing excess stock.
- Lead a team of storekeepers overseeing an inventory of over 34,000 pallets, ensuring inventory accuracy reaches 99.70%.
- Collaborate with centers and the freight department to facilitate timely and cost-efficient delivery of goods.
- Ensure orders are processed with precision and delivered promptly.
- Analyze distribution performance metrics, including delivery times, costs, and centers' satisfaction.
- Maintain accurate records and documentation related to inventory, shipments, and transactions.
- Address inquiries from centers and resolve issues pertaining to distribution and delivery.
- Work closely with other departments, such as sales, marketing, and finance, to align distribution strategies with broader business objectives.
- Contributed significantly to the implementation of the QR System utilizing EWM SAP.

STORE IN CHARGE | AIRCRAFT MANUFACTURING FACTORY, PAKISTAN | DEC 2016 – MAR 2024

- My role primarily involves providing administrative support to the staff within the logistics branch.
- Report to the Senior Director of Stores, Logistics, and Administration, as well as the Officer in Charge of the Personnel Section.
- Daily responsibilities include preparing reports on staff attendance, assessing the availability of funds, conducting future forecasting, preparing invoices, and maintaining correspondence with contractors and other staff or departments.
- Responsible for responding to phone calls and emails, as well as interacting with visitors from other departments.
- Manage office supplies and inventory, including photocopying and printing documents.
- Maintain necessary data using MS Office applications.
- Draft memos, minutes, emails, and other correspondence to various departments on behalf of management.
- Occasionally, I perform Personal Assistant duties for the Senior Director of Stores, Logistics, and Administration.
- Update stock registers, conduct stock taking, and provide any necessary support required by the Logistics Staff.

STORE MANAGER | BARSA CASH AND CARRY, PAKISTAN | MAY 2016 – DEC 2016

- Organize all store operations and assign responsibilities to personnel in an efficient manner.
- Supervise and provide guidance to staff to ensure optimal performance.-• Prepare and manage the store's budget with the objective of minimizing expenditures while maximizing efficiency.
- Monitor stock levels and purchases to ensure adherence to budgetary constraints and maintain inventory accuracy at a rate of up to 98%.
- Address customer complaints to preserve the store's reputation.
- Inspect store areas and resolve any issues that may arise.
- Plan and oversee in-store promotional events or displays.
- Stay informed about market trends to identify necessary improvements for the store.
- Analyze sales and revenue reports and make projections accordingly.
- Ensure that the store complies with all legal health and safety regulations.

STOCKER | PANDA RETAIL COMPANY, SAUDI ARABIA| APRIL 2014 – MAY 2016

- Stocked shelves during store hours, maintaining clean and presentable work areas to reduce hazards.
- Provided assistance to customers with locating items.
- Maintained a clean and orderly work environment.
- Assisted in unloading trucks, checking in merchandise, and transporting products to appropriate locations within the store.
- Developed strong customer service skills while assisting customers in locating items throughout the store.
- Sorted pallets and containers and transported items to sales floor for stocking.
- Performed daily cycle counts and restocked merchandise as needed for optimal store presentation.

Education

DIPLOMA IN COMMERCE | GOVT COLLEGE OF COMMERCE | ATTOCK, PAKISTAN

CERTIFICATION IN COMPUTERIZED ACCOUNTING | SKILLS DEVELOPMENT COUNSEL | ISLAMABAD, PAKISTAN

Skills & Abilities

- Accounting & Budgeting
- Proficient with SAP and other computerized systems
- Excellent interpersonal and communication skills
- Poised under pressure
- Experienced in most key positions in supply chain
- Fun and energetic

Languages

Urdu – Native

English – Professional

Arabic - Moderate