

# MUHAMMED SABEEL

## Logistics & Supply Chain Professional

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### PROFILE SUMMARY

Logistics Professional in the field of logistics & supply chain specializing in data analysis, inventory management, and logistics coordination. Holding PG in Logistics management, eager to contribute to the organization.

### STRENGTHS AND EXPERTISE

Supply Chain Management | Inventory Control | Strategic Planning | Warehouse Operations | Negotiation Skills | Client Relationship Management | Team Leadership | Communication | Operations Management

### PROFESSIONAL EXPERIENCE

#### Operations Assistant

Shade Structures Co., Khobar - Dammam

September 2023 – May 2025

- Managed inventory and raw materials in a warehouse for the production of tensile shade structures.
- Ensured accurate tracking and organization of raw materials, improving the efficiency of production workflows.
- Assisted in coordinating the receipt, storage, and dispatch of goods, aligning logistics with production needs.
- Monitored inventory levels to prevent shortages and excess stock, contributing to warehouse management.
- Collaborated with production and logistics teams to maintain a consistent supply of materials for projects.
- Generated reports on inventory status and warehouse operations, providing insights for better decision-making.
- Used inventory management systems to streamline warehouse operations and optimize storage processes.
- Assisted in organizing and storing materials in the warehouse to maximize efficiency and reduce handling.

#### Logistics & Warehouse Associate

Accu Prestige Co., Mangalore – India

June 2022 – August 2023

- managed all products using advanced inventory management systems.
- Conducted regular audits to ensure accuracy in physical inventory and records.
- Processed Bill of Lading documents, ensuring legal compliance and accurate shipment details.
- Coordinated both Less Than Truckload and Full Truckload shipments, optimizing cost-effective transportation.
- Collaborated with third-party logistics providers for services, including warehousing and transportation.

### EDUCATION

#### Postgraduate Diploma in Logistics Management

Manipal University – India

#### Bachelors in Commerce

Srinivas University of Management – India

### TECHNICAL SKILLS

MS Office: Excel, Word, Outlook, Procedure development, knowledge of shipping and documentation (Commercial Invoice, Packing List), experienced in BeatRoute software for route optimization, real-time tracking, and performance analytics.

strong communication, analytical, organizational, leadership and teamwork skills.

### LANGUAGES

English, Hindi/ Urdu, Basic Arabic