



## MOHAMMED SHUHAIB

Location: Dubai, UAE Contact: +971 509725594 Email: shuhailpv1998@gmail.com

Profession: Inventory Controller | Warehouse In-Charge | Store Keeper

### PERSONAL PROFILE

With over 5 years of professional experience, most recently in Warehouse operations, I am working as Inventory Controller in Qatar. My career journey underscores an unwavering commitment to Warehouse and operational excellence and the optimization of inventory management practices. With a deep understanding of warehouse operations, I handle crucial responsibilities such as tracking stock levels, managing deliveries, and overseeing orders with meticulous attention to detail. My expertise extends beyond inventory control to encompass financial management, vendor coordination, and process improvement. I take pride in developing and implementing effective warehouse management policies and procedures, leveraging advanced analytical tools to drive efficiency and minimize costs. Through fostering strong relationships with suppliers and proactively mitigating risks, I ensure uninterrupted supply chain operations and regulatory adherence. Looking forward, my goal is to continue advancing in my role as a Warehouse Operation Supervisor and Warehouse in-Charge, leveraging my extensive experience to drive business growth and operational excellence. I remain dedicated to staying updated with industry trends and embracing innovative solutions to meet evolving challenges head-on.

### KEY SKILLS

**Core Skills:** Strong supervisory and leadership skills, Supply chain Management, Logistics Planning, Inventory Control Policies and Procedures, Inventory Optimization Strategies, Analytical Skills, Forecasting, Financial Management, Book Keeping, Invoicing and Collections, Staff Management, Month End Reporting, Purchase Requisitions, Process Improvements Initiatives, Ledger and Journal Entries, Technical Proficiency, Negotiation Skills, Vendor Management, Supplier Coordination, Risk Mitigation, Market and Trends Analysis, Strategic Thinking, Administrative Skills, Training and Development, Compliance and Safety Regulations, Team Work, Business Growth, Contract Management, Data Management, Excellent Communication and Interpersonal Skills, and Attention To Detail.

**IT Skills:** Microsoft Office Suite (Excel, PowerPoint, Word, Outlook), Graphics, Advanced Knowledge of Accounting Package Tally ERP9, and Barcode Labelling Software. Gold ERP Retail.

**Languages:** English, Arabic, Malayalam, Hindi, and Tamil

### EMPLOYMENT HISTORY

JAN-2022 – MAY-2025

REGENCY GROUP OF GRAND HYPER, QATAR

Position

Inventory Controller.

- Utilize advanced computer software employing cutting-edge solutions to meticulously track stock levels, manage deliveries, and oversee orders, ensuring seamless operations and optimal inventory management.
- Monitoring and improving warehouse productivity and efficiency.
- Monitoring stock levels in order to highlight minimum and excess levels and therefore prevent part shortages.
- Maintain the management of supplier return packaging.
- Lead follow up and resolve Customer concerns.
- Develop and maintain comprehensive inventory records, creating and sustaining accurate inventory, meticulously documenting receipts, shipments, and adjustments to provide a clear overview of stock status and facilitate strategic decision-making.
- Proactively monitor and assess stock levels, ensuring that minimum thresholds are rigorously maintained to prevent shortages or overstock situations, thus optimizing operational efficiency.
- Manage the preparation of purchase requisitions to replenish stock items whenever required, leveraging astute forecasting techniques and data analysis to anticipate demand and maintain optimal inventory levels.
- Coordinate with suppliers, fostering strong and collaborative relationships, liaising effectively to ascertain product availability, negotiate favourable terms, and coordinate delivery schedules, thereby facilitating smooth and uninterrupted supply chain operations.
- Implement Excel-based inventory management systems, facilitating streamlined tracking of inbound and outbound stocks, enhancing operational efficiency, and enabling data-driven decision-making.
- Conduct regular stock audits to verify stock accuracy, identify discrepancies, and implement corrective measures, ensuring the integrity and reliability of inventory data.
- Collaborate with cross-functional teams to optimize warehouse layout and storage configurations, maximizing space utilization and facilitating efficient material handling processes.
- Utilize advanced analytical tools and techniques to develop inventory optimization strategies, minimizing carrying costs, reducing stockouts, and enhancing overall supply chain performance.
- Take the lead in identifying inefficiencies and bottlenecks in inventory management processes, spearheading process improvement initiatives to drive operational excellence and cost savings.
- Collaborate with purchasing and procurement teams to forecast inventory needs, ensure timely replenishment of stock, and prevent stockouts.
- Conduct regular physical inventory counts and reconciliations to validate inventory levels and identify discrepancies, implementing corrective actions as necessary.
- Utilize data analytics tools to analyze inventory trends, identify slow-moving or obsolete items, and make data-driven decisions to optimize inventory levels and turnover.
- Train and mentor warehouse staff on proper inventory management procedures, including handling, storage, and labeling, to ensure compliance with company standards and regulatory requirements.

**2020 - 2021**

**Position**

**RELIANCE AJIO WAREHOUSE-BANGALORE, INDIA**

**Store Keeper**

- Check incoming items to make sure they match the orders and quality of the product.
- Prepare GRN to record of received goods.
- Enter received items into the inventory system to keep stock accurate.
- Create inventory levels and orders status.
- Ensure the reception, storage, dispatch and daily management of the stock of products.
- Maintain an automated supply inventory database.
- Supervising other staff members and maintaining a record of sales.
- Reporting damages and update in inventory.
- Manage all data for inventory.
- Collaborate with purchasing and procurement teams to forecast inventory needs, ensure timely replenishment of stock, and prevent stockouts.
- Assigning workloads and daily tasks to warehouse associates.

**EDUCATIONAL HISTORY**

**2020**                   **ZABEEL INTERNATIONAL INSTITUTION: ERANAMKULAM, INDIA – Logistics and Supply Chain Management**

**2017**                   **CALICUT UNIVERSITY: INDIA - Bachelor of Commerce (Computer Application)**

**CERTIFICATIONS AND TRAINING**

Supply Chain Logistics & Shipping Management

Warehouse Management

**INTERESTS AND HOBBIESTS**

In my leisure time, I enjoy photography and engaging in professional hobbies to further develop my expertise, I also love to travel and explore the world as much as I can, enjoying and learning about different cultures and cuisines.

**REFERENCES AVAILABLE ON REQUEST**