

MOHAMMED RIYAS PUTHENVEETIL MOHAMMED RASHEED

Inventory Management Professional

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Professional Summary

Results-driven inventory and supply chain professional with hands-on experience in **stock control, procurement coordination, and logistics documentation** across retail, logistics, and e-commerce sectors. Skilled in **ERP systems, advanced MS Excel**, and inventory tracking tools to maintain optimal stock levels, reduce discrepancies, and improve operational efficiency. Holds an **MBA in Supply Chain Management** and has a proven record in implementing cost-saving measures, ensuring compliance, and training teams for accuracy in inventory processes.

SKILLS

- **Skills:** MS Office (word, excel, Power point), Advanced Excel, Power Pivot, Outlook, ERP Systems
- **Soft Skills:** Production Planning & Scheduling, Lean Manufacturing Principles, Data Analysis & Forecasting, Team Leadership & Training, Air freight Documentation, Effective Communication & Collaboration, Decision Making, Problem Solving, Project management, Change management, Statistical Analysis, Inventory management, Stock take, Leadership, Internal audit Compliance, Training & coaching, Planning & Development, Financial and Cost Analysis, Compliance and Safety Standards, Adaptability

WORK HISTORY

Shift Manager/Team Leader 05/2024 – 03/2025

KFC – United Kingdom

- Supervised and coordinated 8–12 team members per shift, ensuring smooth restaurant operations.
- Handled daily purchasing and procurement requirements for the shop.
- Optimized inventory control and cash handling processes, reducing shrinkage by 10% and maintaining accurate financial records to support profitability.
- Conducted daily quality checks and temperature checks for food safety and hygiene compliance.
- Increased upselling success by training team members on sales techniques and promoting in-store offers, contributing to overall revenue growth.
- Oversaw demand-based planning for daily restaurant operations and optimized ordering of frozen and dry inventory.

Supervisor- Stock & Vendor Coordination 04/2023 - 02/2024

Sushi Shop - United Kingdom

- Managed inventory levels, placed orders for ingredients and supplies, and minimized waste through effective stock rotation and usage, reducing food costs by 10-20%.
- Assisted in budgeting and financial reporting, managed daily cash flow, and monitored sales to achieve profitability goals, improving profit margins by 5-15%.
- Issued RFQs and compared supplier proposals for packaging and ingredient needs.
- Acted as an escalation point to troubleshoot user issues within the wider HR Shared Services team, providing timely and effective solutions.
- Implement waste reduction strategies, monitor food wastage, and ensure proper disposal methods are followed.
- Developed and implemented marketing strategies to attract new customers and retain existing ones, leading to increased foot traffic and sales.

Operations Team Assistant- 01/2020- 11/2020

Amazon (Brijesh Associates)- India

- Provided administrative assistance to the operations team, including managing schedules, organizing meetings, and maintaining documentation.
- Assisted in route planning and package allocation to optimize delivery efficiency.
- Entered and maintained operational data in various systems, ensuring accuracy and timely updates for reporting and analysis.
- Monitored delivery driver performance to ensure timely task completion, tracked delivery progress, and resolved customer complaints to maintain service quality and satisfaction.
- Prepared and maintained daily delivery performance reports using MS Excel.
- Organized and coordinated team meetings, preparing agendas, taking notes, and following up on action items.

Documentation Trainee 08/2019 - 12/2019

Bollore Logistics - India

- Assisted the documentation team in preparing and checking basic airfreight documents such as Air Waybills (AWB), invoices, and packing lists.
- Supported filing, record-keeping, and updating shipment details in the system.
- Observed and learned about customs clearance procedures and compliance requirements.
- Helped in organizing shipment folders and ensuring documents were complete for audits.
- Coordinated with team members on small administrative tasks to support day-to-day operations.

Achievements

Customer Service Enhancement- Increased customer satisfaction by 30% via enhanced service strategies.

Inventory Optimization- Reduced shrinkage by 10% through improved inventory controls.

Financial Management- Boosted profit margins by 5-15% through effective budgeting.

Cost Reduction- Minimized food costs by 10-20% with efficient waste management strategies.

EDUCATION

Master of Business Administration: Supply Chain Management, 2023

University Of East London- Docklands, London, United Kingdom - Merit

Bachelor of Vocational Studies: Logistics Management, 2019

MES College, Mahatma Gandhi University - India, Merit

Advanced Diploma: Logistics Management, 2018

National Skill Development Corporation – India

Diploma in Logistics Management, 2017

National Skill Development Corporation

Certifications

LinkedIn Learning

Communicating Across Cultures, 2022

Sustainability Strategies, 2022

Leadership Foundations: Leadership Styles and Models, 2022

Learning Cloud Computing: Core Concepts, 2022

Office Master

Microsoft Power BI, 2025

Internship

Bollore Logistics, Willingdon Island, Cochin, 03/2018

Aizar Pipes Private Ltd. Aluva, 03/2017