

Kaleem Ullah Azam

Warehouse Specialist | Store Inventory Officer

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Profile Summary:

Detail-oriented **Storekeeper** and **Inventory/Warehouse** professional with over 5 years in Saudi Arabia. Proven expertise in inventory control, warehouse operations, material handling, ERP systems, and logistics coordination. Strong knowledge of FIFO practices, stock reconciliation, documentation, and HSE compliance, with hands-on experience supporting plant and project operations.

Core competencies & Skills:

- Storekeeping & Inventory Control
- Oil & Gas / Petrochemical Materials Handling
- Receiving, Issuing & Stock Reconciliation
- Logistics Coordination & Dispatch
- Material Receiving & Issuance
- Warehouse Operations
- ERP Systems (SAP, Microsoft Dynamics – user level)
- FIFO / Stock Rotation
- Documentation & Reporting
- HSE & Safety Compliance

Professional Experience

Dar Massader Group – Riyadh, KSA.

Warehouse Inventory Officer

Jan 2023 – Present

- Managed **warehouse and store operations** supporting energy and power sector projects.
- Received and inspected incoming materials, equipment, and spare parts.
- Verified incoming materials against purchase orders and delivery notes.
- Stored materials in designated locations to ensure **easy access and efficient space utilization**.
- Issued materials based on approved requests and maintained proper documentation.
- Applied **FIFO method** to minimize wastage, rust, and expiry.
- Conducted **monthly and weekly inventory checks**, reporting damages and slow-moving items.
- Prepared **project-wise material issue statements** and coordinated with accounts for costing.
- Arranged vehicles and coordinated deliveries to ensure **timely and safe transportation**.
- Ensured compliance with **KSA customs, import/export, and safety regulations**.
- Maintained warehouse housekeeping and followed safety best practices.
- Partnered with procurement to resolve supplier **discrepancies** before impacting customer orders.
- Liaised with procurement to manage inbound deliveries, ensuring timely receipt and storage.

Sadara Chemical Plant– Al Jubail, Eastern, KSA.

Warehouse & Logistics Coordinator

Jan 2021 – Dec 2022

- Supported warehouse and logistics operations within a **large-scale petrochemical (oil & gas) plant**.
- Managed daily storekeeping and **warehouse inventory operations** for chemical and oil & gas–related materials.
- Received, inspected, and verified **raw materials, chemicals, spare parts, packing materials, and finished goods** against **purchase orders** and **delivery notes**.

- Conducted cycle counts and monthly **physical inventories**, ensuring accurate stock levels and **system reconciliation**.
- Recorded all **inbound and outbound** transactions in computerized inventory management systems.
- Issued materials against approved **requisitions**, ensuring proper documentation and traceability.
- Implemented **FIFO** practices to reduce material **expiry, corrosion, and wastage**.
- Coordinated with transport and **logistics teams** for safe loading and timely dispatch.
- Prepared project-wise material issue reports for costing and audit purposes.
- Maintained warehouse **housekeeping**, labeling, segregation, and **HSE compliance** at all times.
- Handled receipt, storage, and issuance of liquid chemicals, raw materials, semi-finished, and finished products.
- Verified materials for **quantity, quality, and compliance** with purchase orders and plant SOPs.
- Maintained optimal inventory levels to support **continuous production operations**.
- Coordinated logistics activities including **loading, unloading, and on-time dispatch**.
- Maintained accurate inventory records, dispatch documentation, and reports.
- Ensured strict adherence to **HSE policies, behavioral safety practices, and plant safety standards**.
- Identified inventory discrepancies and operational issues, escalating them for corrective action.

EDUCATION

- BSc (In Progress) – Govt Post Graduate College, Vehari**
- Fsc (Pre-Engineering) – Govt Post Graduate College, Vehari**
- Computer Long Course – Decent Institute of Computer Science**

PROFESSIONAL COURSES

- Supply Chain Short Diploma**
- HSE & Safety Training**
- Chemical Handling Certification**
- First Aid & CPR Certification and training.**

LANGUAGE

- English – Professional
- Urdu – Native
- Arabic – Professional