

SHER MUHAMMAD

Warehouse Supervisor at ABT Group (Pvt) Ltd.

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• Dammam, Saudi Arabia



Profile

Muhammad Sher Muhammad Warehouse Supervisor & Supply chain Officer at ABT Group (Pvt) Ltd. I'm Interested in Pursuing a Career in a Dynamic Organization That Requires Dedication and Hard Work from Individual, And In Return, Offers An Environment For Continuous Knowledge And Skill Development.

Strengths & Skills

- ✓ Able To Work Well Under
- ✓ Cash Handling
- ✓ Manage Team Work
- ✓ Operating Software Panicle SAP & ORACLE.
- ✓ Verbal and Written Communication Skills
- ✓ Able To Work Well Under Pressure
- ✓ Communication Skills
- ✓ Managerial Skills
- ✓ Self Motivated
- ✓ Software Installation & Troubleshooting
- ✓ Capable Of Adapting New
- ✓ Logical Reasoning
- ✓ MS Excel
- ✓ Smart Working
- ✓ Verbal and Written

Education

BBA (H) Preston University 2011

Fsc (BISE Kohat) 2005

SSC (BISE Kohat), 2003

Certifications

Computer
Hardware &
software
Installation.

May 2016

SAP & WMP

Experience (16 Years)

Warehouse Supervisor
Present

September 2023 -

ABT Group (SSF) (Pvt) Ltd

Dammam , KSA

- Overseeing receiving and dispatching procedures for shipments
- Assigning workloads and daily tasks to Warehouse Associates
- Communicating with customers to answer shipping and receiving questions and troubleshoot problems

- Monitoring inventory and shipment transactions for accuracy
- Ensuring inventory and storage areas are clean and maintained
- Monitoring Warehouse Associates to ensure safety procedures are being followed when operating forklifts and other machinery
- Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- Effectively plan and allocate resources in order to meet daily operational requirements, maximizing productivity and minimizing downtime.
- Train, mentor, and provide regular feedback to warehouse staff in order to cultivate their skills and expertise, enabling them to carry out their duties with utmost efficiency.
- Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments.
- Consistently seek out opportunities for process improvement, and implement changes to increase efficiency and decrease costs.

Warehouse Keeper & Supply Chain Coordinator

May 2016 - June 2021

SIDCO (Pvt) Ltd

Manama, Bahrain

- Overseeing and local receiving, RM& FG warehousing, and distribution operations. Implementing operational policies and procedures.
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, gate processes, and shipping methods.
- Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
- Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews, implementing production, productivity, quality, and customer-service standards; resolving problems.
- Supervise the delivery of materials and supplies to all district facilities upon schedule and or request, make emergency deliveries if needed.
- Plan & direct the inventory and stock control programs for Materials.
- Maintain the inventory of supplies coordinate the replacement and ordering of such.
- Work closely with the production to recommend quantities of supplies for purchase, and exercise budgetary control over warehouse operations.
- Keeping a stock control system up-to-date and planning future capacity requirements.
- Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- Effectively plan and allocate resources in order to meet daily operational requirements, maximizing productivity and minimizing downtime.

Storekeeper & Sales coordinator

April 2015 - May 2016

Creative World Bahrain

Manama Bahrain

- Call Management, Data Entry, Data Management, order tracking & report management.

- Plan and coordinate Production Department meeting on weekly basis.
- Organize details for weekly production planning & delivery schedule.
- Process monthly sales report and maintain the collection record.
- Coordinate with Production & Sales Team on day-to-day matters, problems and resolving.
- Ensure and maintain 100% inventory accuracy.
- Finding of inventory discrepancies for further root cause analysis.
- Closely monitoring of under/near/over expiries, damages and loose items.
- Accurate and timely reporting of inventory balances to the client (if required)

Accounts & Document Controller

April 2013 - Dec 2014

Septech Arabia – KSA

Dammam KSA

- Document control of submissions/compilation (Technical data, shop-drawings, as-built, O&M Manuals) for assigned projects
- Preparation and submission of tender bids for projects
- Provide support to Engineers in compiling reports, letters and drawings for submission
- Ensure Client's requirements on submittals documentations are fulfilled
- Keep electronic records of all incoming and outgoing documents, preparation & filing of all site documents
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.

Admin and Account Assistant

Jan -2011 Dec- 2012

KCCL Kohat,

Kohat, Pakistan

- Bookkeeping of all the accounts and stock transactions.
- Publish financial statements in time.
- Handle monthly, quarterly, and annual closings.
Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.
Audit financial transactions and documents.
- Report on the company's financial health and liquidity.
Comply with financial policies and regulations.
- Take orders over the phone, Internet, or through email.

- Ensure inventory maintains optimal levels.
- Decide appropriate quantities of items to stock.
- Conduct market research to learn about the demand for different goods. Convince retailers to carry their products. Determine what goods sell best to commercial businesses and consumers.
- Collaborate with marketing executives to ensure that new products reach the right markets at the optimal time. Ensure goods are stored properly and at the right temperature.

Awards

Diploma In Home Appliances Vocational Training Institute, 2005

Professional Computer Course Newago Institute Of Management Sciences, 2006

1 Day Training Session Of "KPO" Unilever Food Solution, 2010

Functional Areas

- Warehousing
- Distribution & Logistics
- Supply Chain Management
- Accounts

Languages

- English - Native
- Urdu - Native
- Arabic -Medium
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Industries

- Warehousing
- Distribution and Logistics
- Accounting & finance
- Sales Marketing

Hobbies

- Reading Newspaper
- Cricket
- Cleanness
- Hockey