

Saiful Islam

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Professional Summary

Results-driven Warehouse and Supply Chain Professional with over 8 years of experience in logistics coordination, inventory control, procurement, and operations management. Proven ability to improve warehouse efficiency, reduce stock discrepancies, and optimize logistics processes using ERP systems and MS 360. Skilled in managing vendor relationships, leading teams, and executing cost-effective procurement strategies across sector F&B, strong command of Microsoft Office Suite, reporting tools, and safety protocols to support business growth and operational excellence.

Skills

Inventory Control
Stock Reconciliation
Warehouse Supervision
Branch Distribution Management
Logistics Coordination
Vendor Management
Purchase Requisition & Internal Requisition

Export Documentation
Operational Planning and Execution
Team Supervision & Task Assignment
Training & Development
Data Reporting & Documentation
MD dynamics 360
ERP Software
Microsoft Office Suite

Experience

Warehouse Keeper

Anas Ghalib Khashoggi Factory, Madinah, Saudi Arabia

September 2023 – Present

- Oversee inventory control and management using ERP/SAP systems
- Supervise order picking, goods in/out, and ensure accuracy and minimal stock damage
- Coordinate logistics and transportation for stock movement between warehouses and branches
- Manage purchase requisitions (PR) to meet stock requirements
- Handle internal requisitions (IR) for multiple branches
- Ensure essential stock availability across all branch Branches
- Assigning workloads and daily tasks to Warehouse Associates
- Ensure adherence to safety regulations and warehouse protocols.
- Conduct regular safety inspections and implement corrective actions as needed
- Prepare reports on inventory levels, movements, and warehouse performance
- Provide data-driven insights to management for decision-making

Warehouse keeper

Imtiyazat Al Riyadhha, Madinah Saudi

Arabia Dec 2015 – 2022

- Supervised inventory management using ERP system
- Coordinated logistics and transportation for stock movement
- Managed stock allocation from warehouses to branches
- physical inventory count, and reconciles actual stock count to computer-generated Records purchases made, maintain transactions in the database.
- Ensuring strict health and safety regulations were followed and compliance with local laws and company standards o Analyzing business cases for brand expansion
- Monitoring sales revenue, profit and cost on a regular basis to achieve revenue & profit targets
- Controlling operational costs and identifying measures to cut waste

Education**Intermediate**

Mahatma Gandhi Inter collage

June 2015

High School diploma

Mahatma Gandhi Inter collage

June 2013

