

ABDUL QUADAR MUJAWAR

Warehouse Coordinator | Logistics Team Leader

Al Nakheel, Jeddah, Saudi Arabia

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Professional Summary

Warehouse and logistics professional with over 10 years of experience across sales, hospitality, and logistics operations in Saudi Arabia. Strong background in storekeeping, inventory control, dispatch coordination, and warehouse documentation using ERP and WMS systems. Proven ability to maintain stock accuracy through cycle counting, reconciliation, and proper FIFO and FEFO practices. Experienced in supervising teams, coordinating inbound and outbound logistics, and ensuring smooth warehouse workflows. Skilled in reporting, administration support, safety compliance, and customer service within high volume environments. Seeking a suitable opportunity to contribute operational efficiency and leadership in warehouse and logistics roles.

Professional Skills

- Logistics and Inventory Management
- ERP and Warehouse Management Systems (WMS)
- Stock Reconciliation and Reverse Logistics
- Operations and Warehouse Optimization
- Team Leadership and Distribution Management
- Procurement and Supply Chain Coordination
- Data Analysis and Reporting
- Safety, Security, and Compliance
- Process Improvement and Efficiency Strategies
- Customer Service and Client Relations

Work Experience

Logistics Coordinator – Alshaya Group, KSA

Dec 2021 – Present

- Storekeeping Management: Controlled stock receiving, GRN verification, bin allocation, and systematic storage for accurate inventory tracking.
- Dispatch Coordination: Scheduled vehicles, routes, and drivers using GPS systems to ensure timely outbound deliveries.
- Inventory Accuracy: Performed cycle counts, stock audits, and reconciliation through ERP and WMS platforms.
- Team Leadership: Assigned daily operational tasks to warehouse associates and monitored workflow efficiency.
- Warehouse Documentation: Maintained dispatch logs, driver reports, incident records, and compliance documentation.
- Logistics Problem Solving: Resolved route delays, stock issues, and operational challenges through effective coordination.
- Safety and Compliance: Enforced material handling standards and warehouse safety procedures to maintain a secure work environment.

Warehouse Associate – Alshaya Group, KSA

Jun 2020 – Dec 2021

- Stock Receiving and GRN Processing: Handled unloading, inspection, GRN verification, and systematic binning of materials for accurate inventory control.
- Order Picking and Dispatch Support: Performed picking, packing, labeling, and dispatch preparation as per delivery schedules and warehouse procedures.
- Inventory Accuracy and Reconciliation: Assisted in cycle counting, stock audits, and reconciliation to maintain precise stock records in the system.
- Material Handling and Safety Compliance: Followed proper handling methods, maintained warehouse housekeeping, and adhered to safety and compliance standards.

Restaurant Bartender – Asha’s Restaurant, Alshaya Group, KSA

Aug 2017 – Jun 2020

- Beverage Inventory Control: Monitored stock levels, reduced wastage, and maintained accurate inventory records for beverage items.
- POS Billing and Sales Reporting: Managed billing, daily sales reconciliation, and preparation of stock and sales reports.
- Customer Service and Complaint Handling: Delivered high service standards by resolving guest concerns and maintaining strong customer relations.
- Hygiene and Cleanliness Standards: Maintained bar cleanliness and followed hospitality hygiene and safety practices.

Sales Executive – Skechers, Apparel Group, KSA

Jan 2016 – Dec 2016

- Store Operations and Administration: Managed daily store activities, documentation, and operational coordination.
- Inventory Monitoring and Stock Control: Conducted daily stock checks, maintained stock records, and supported inventory accuracy.
- Sales Reporting and Reconciliation: Prepared daily sales reports, stock reports, and sales reconciliation statements.
- Customer Handling and Team Support: Assisted customers, resolved complaints, and supported the team in achieving sales targets.

Education

- Bachelor Degree

Languages

- English : Fluent
- Arabic : Fluent

- Urdu : Fluent
- Kannada : Fluent